INTRODUCING the New ACQ Now

Available for FY02

Acquisition Training Application System

Simplified Applications

- Easy to Complete Application Format
- Prerequisite Reminder
- Auto-Check for Valid Entries
- Assigned Registration Priority
- “Click to Select” Course Desired

Simplified Travel

- Easy Travel Requirements Worksheet
  - Systems-Generated Cost Estimates
  - Student review/concurrence with Estimates
- Travel Documents Issued
- DD1610 Travel Order/SF1164 Local Mileage

Simplified Travel

- Student Access to Travel Account Status
  - Instant Update / Always Current
- Notices to Student:
  - 45 Days Prior: Reminder of due date to submit Travel Requirements
  - 30 Days After: Reminder to Submit Claim

Information Services

- Applications Remain Available for :
  - Status Check: **(Instant Updates / Always Current)**
  - Edit of Student Profile
  - Edit of Session Preference / Resubmit
  - Online Cancellation Request
- Prerequisite Reminder

Information Services

- Shows ALL SEATS available to Agencies **(Including 45-day Window of all Vacancies)**
- Student Training History including:
  - ATRRS Completions
- Auto-Reject with onscreen explanation if:
  - Exact Duplicate of Prior Application
  - Student Not Eligible By Grade / Rank

Information Services

- "Click to Communicate"
  - Auto-Addressing eMail Service for Help Desk, Travel Manager, Organization POC
- Large Student Comment Block
  - On the Application Form
  - On the Travel Requirements Worksheet
- "Event" Driven / System-Sent eMails to Student, Managers at Each Step

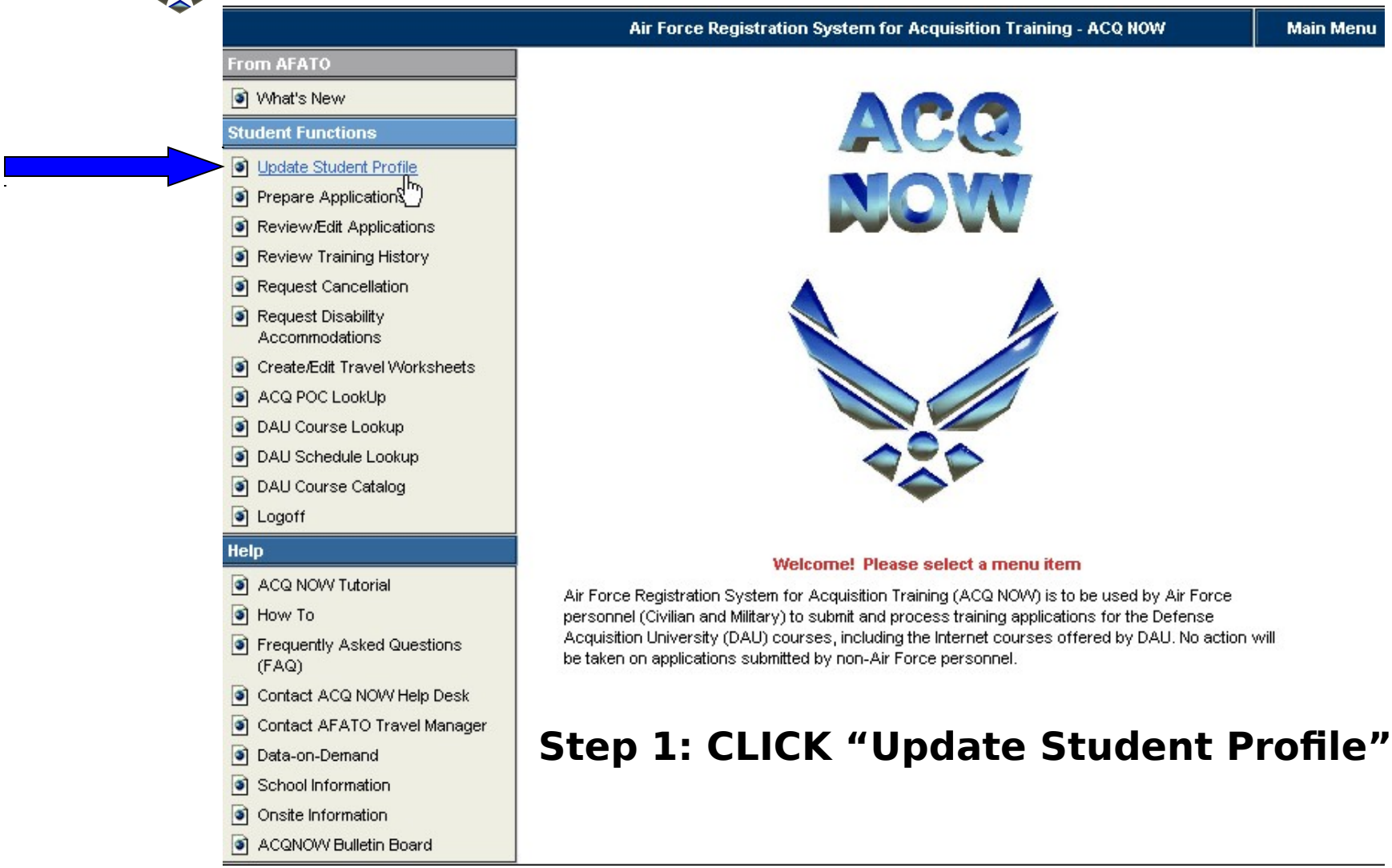
SAMPLE SCREENS

- ☑ How to Apply for a Course

How to Access Acquisition Training Application System (ACQ Now)

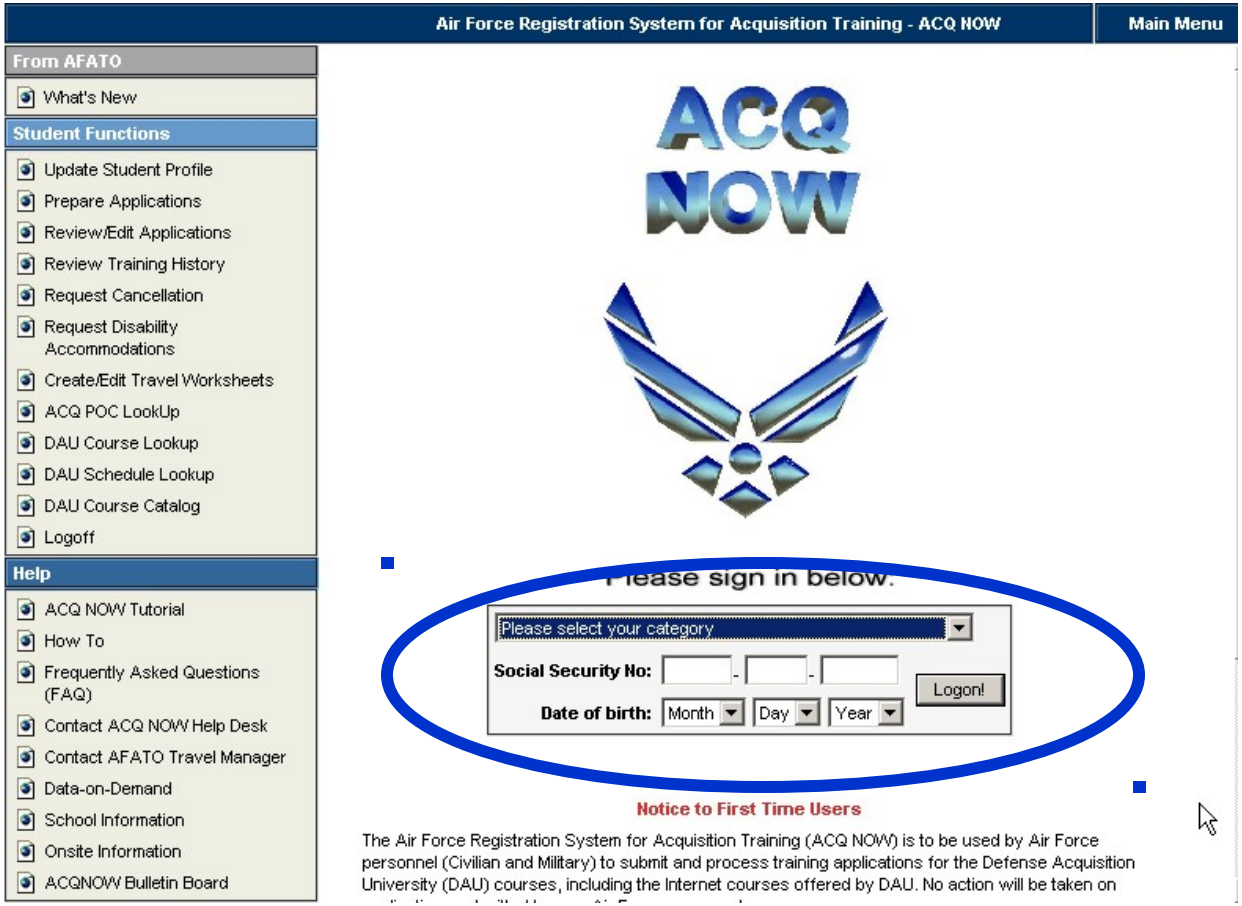
http://www.safaq.hq.af.mil/acq_workf/training/

☑ How to Apply for a Course



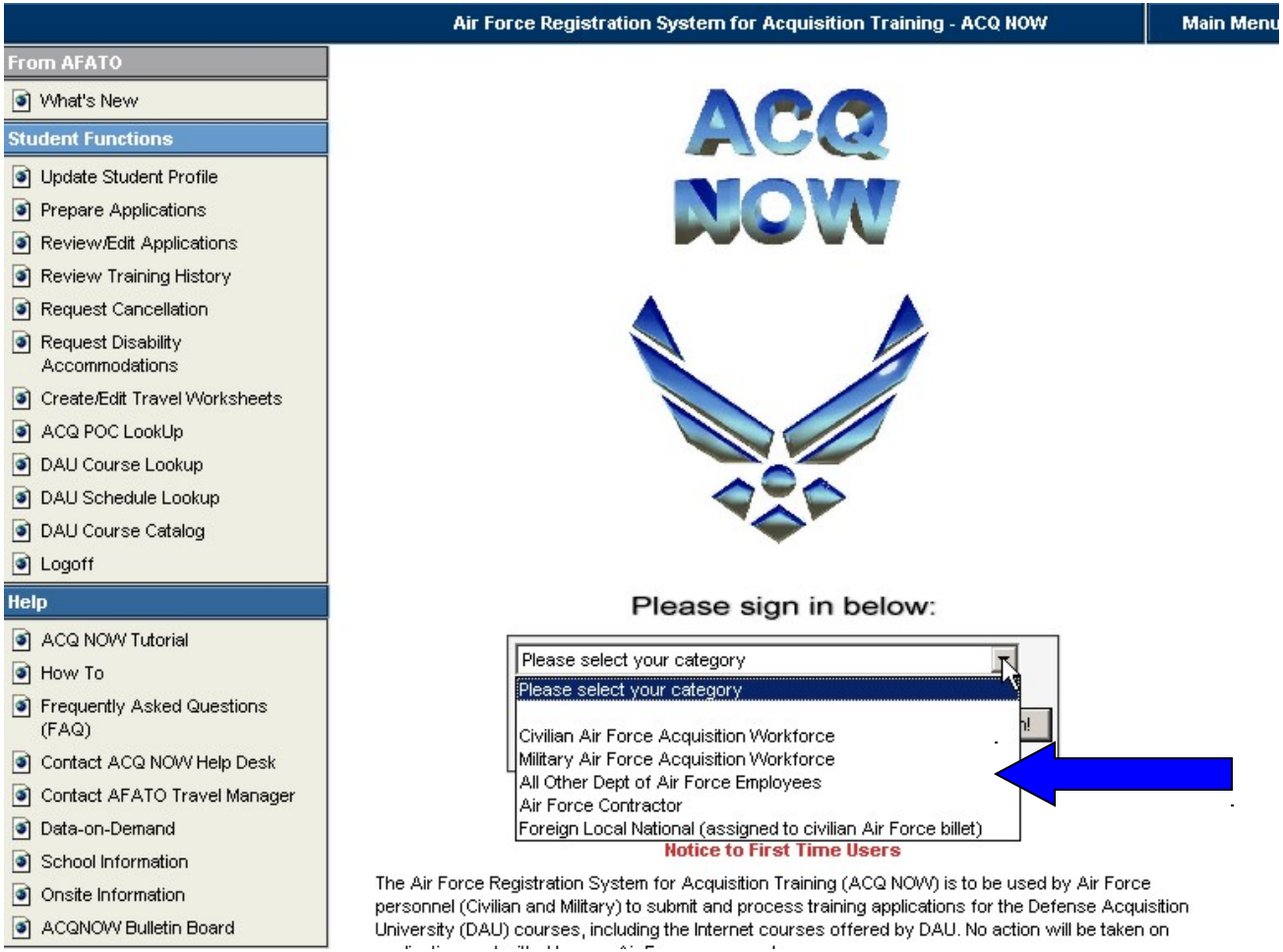
Step 1: CLICK "Update Student Profile"

☑ How to Apply for a Course



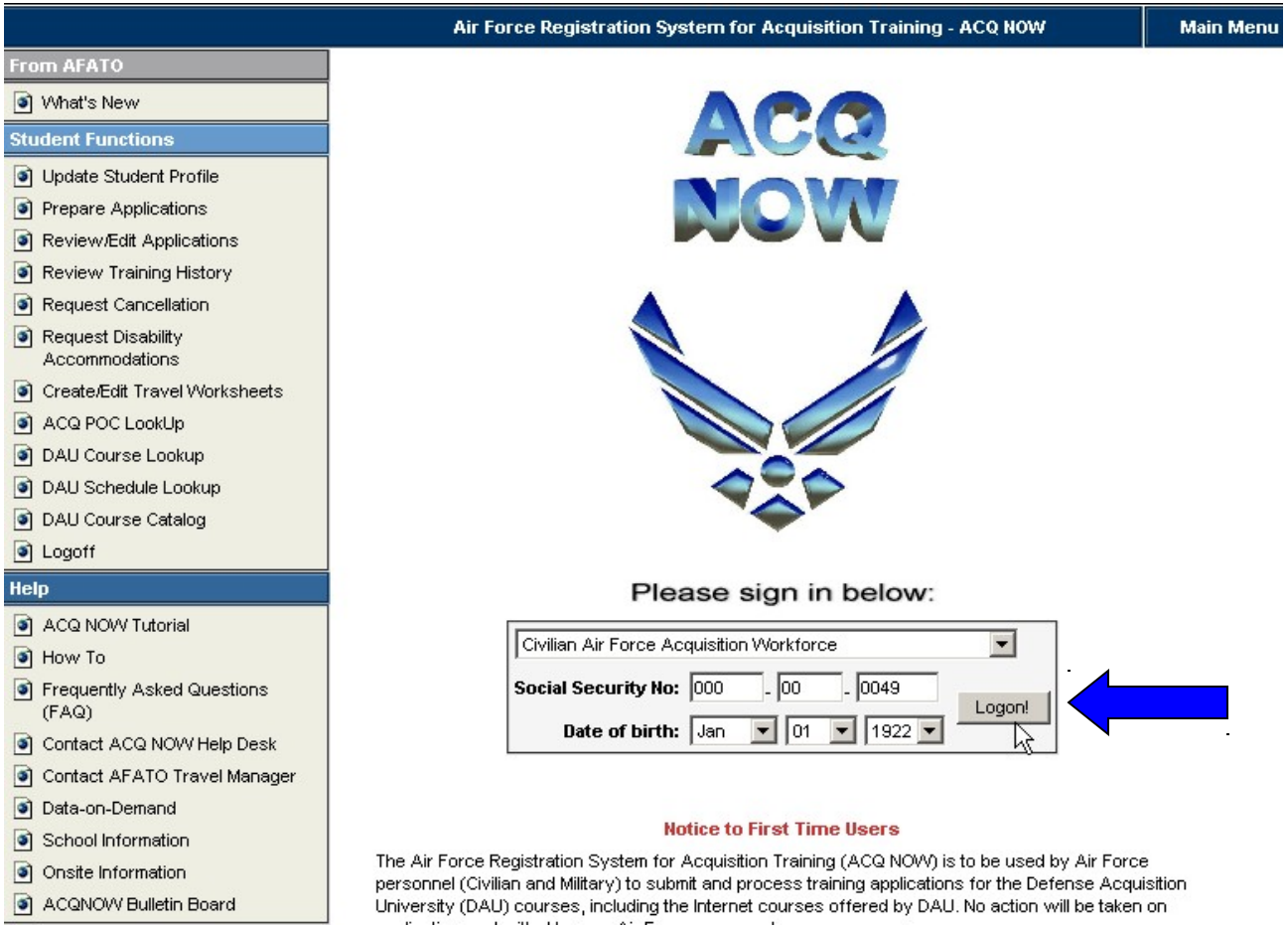
To begin, select from drop down menu

☑ How to Apply for a Course



Select your category using drop down menu.

☑ How to Apply for a Course

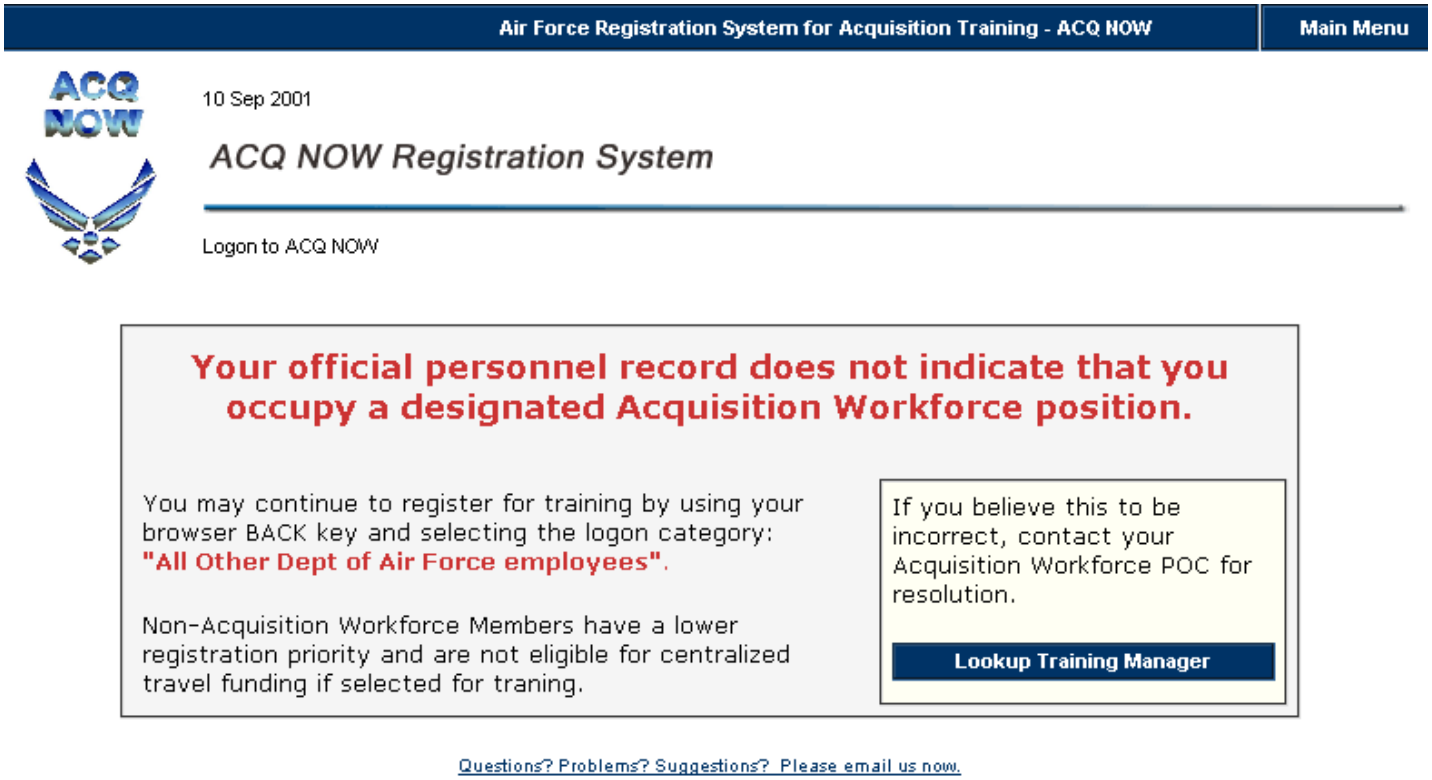


Once you have selected your category, enter SSN and DOB, Press LOGON

☑ How to Apply for a Course

System will ask you to verify your SSN and DOB. Press "OK" to continue. If SSN or DOB is incorrect, press "Cancel".

☑ How to Apply for a Course

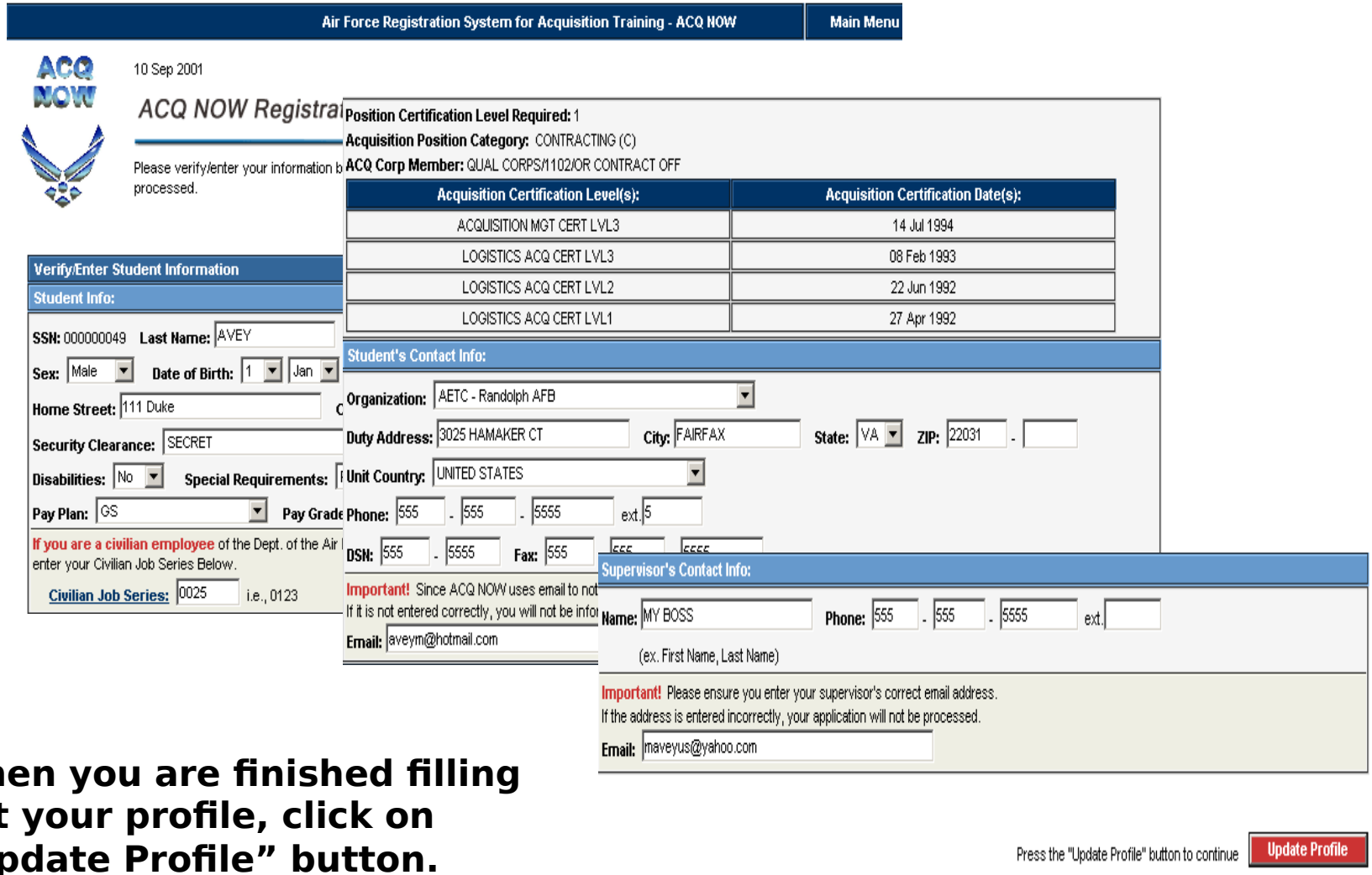


System will verify that you do or do not belong to the Acquisition Workforce. If you receive this statement, you may look up your Training Manager for resolution.

☑ How to Apply for a Course

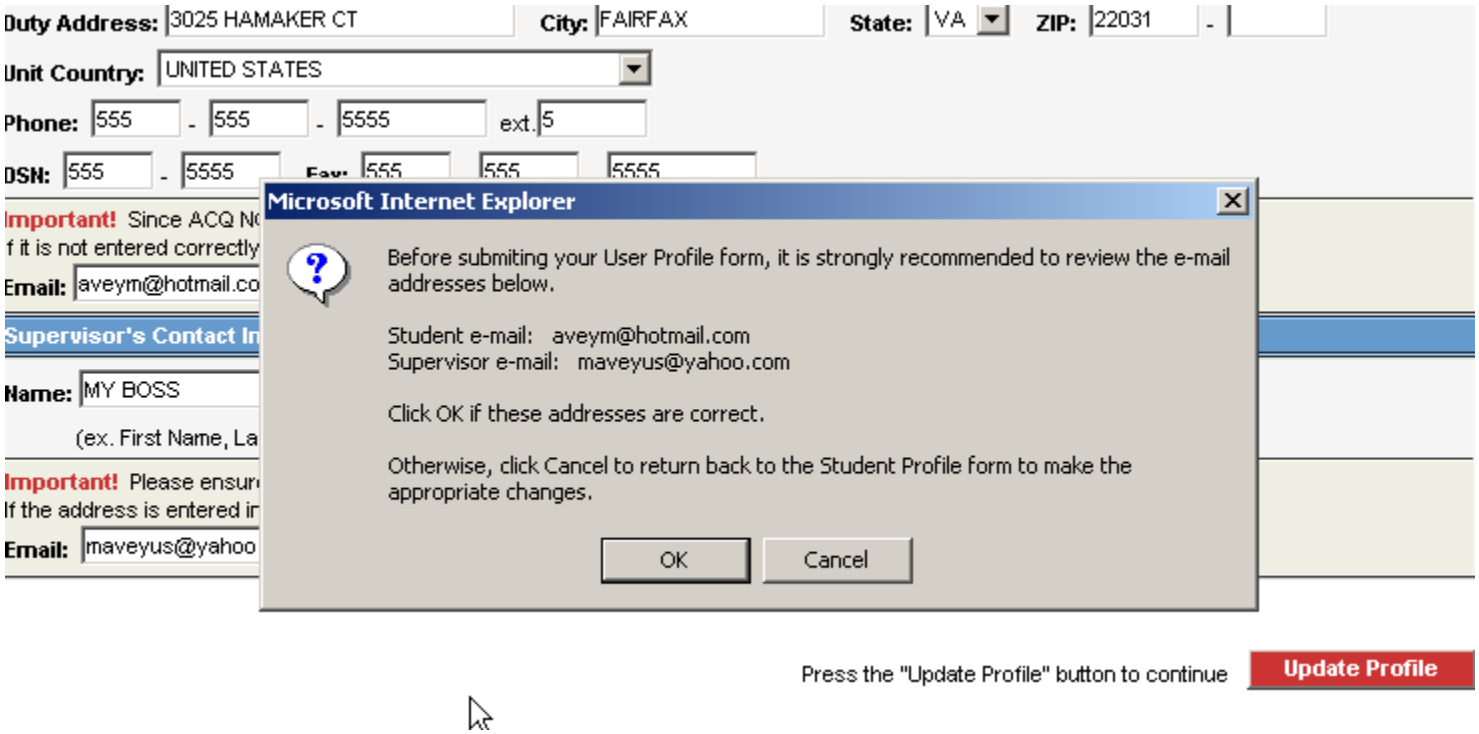
System will verify that you do or do not belong to the Acquisition Workforce. If you receive this statement, you may look up your Training Manager or continue on with ACQ Now.

☑ How to Apply for a Course



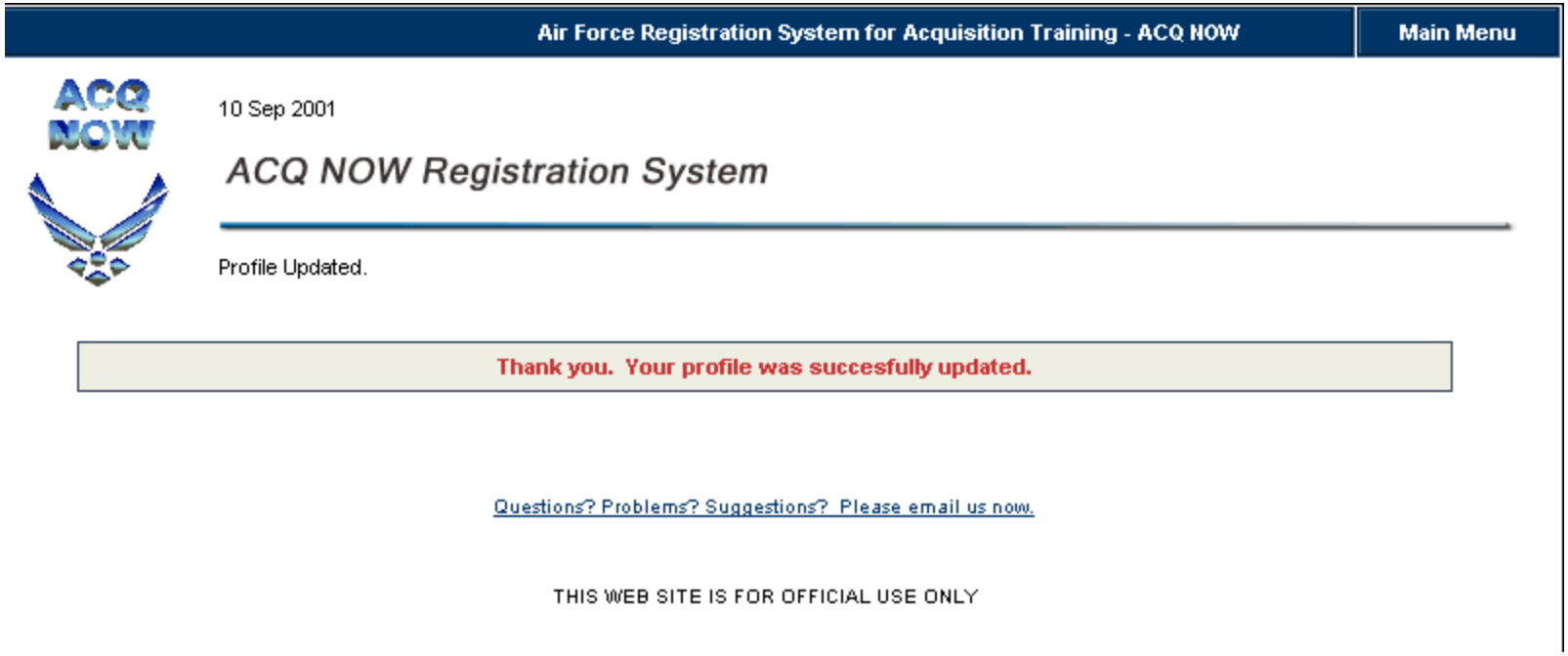
When you are finished filling out your profile, click on "Update Profile" button.

☑ How to Apply for a Course



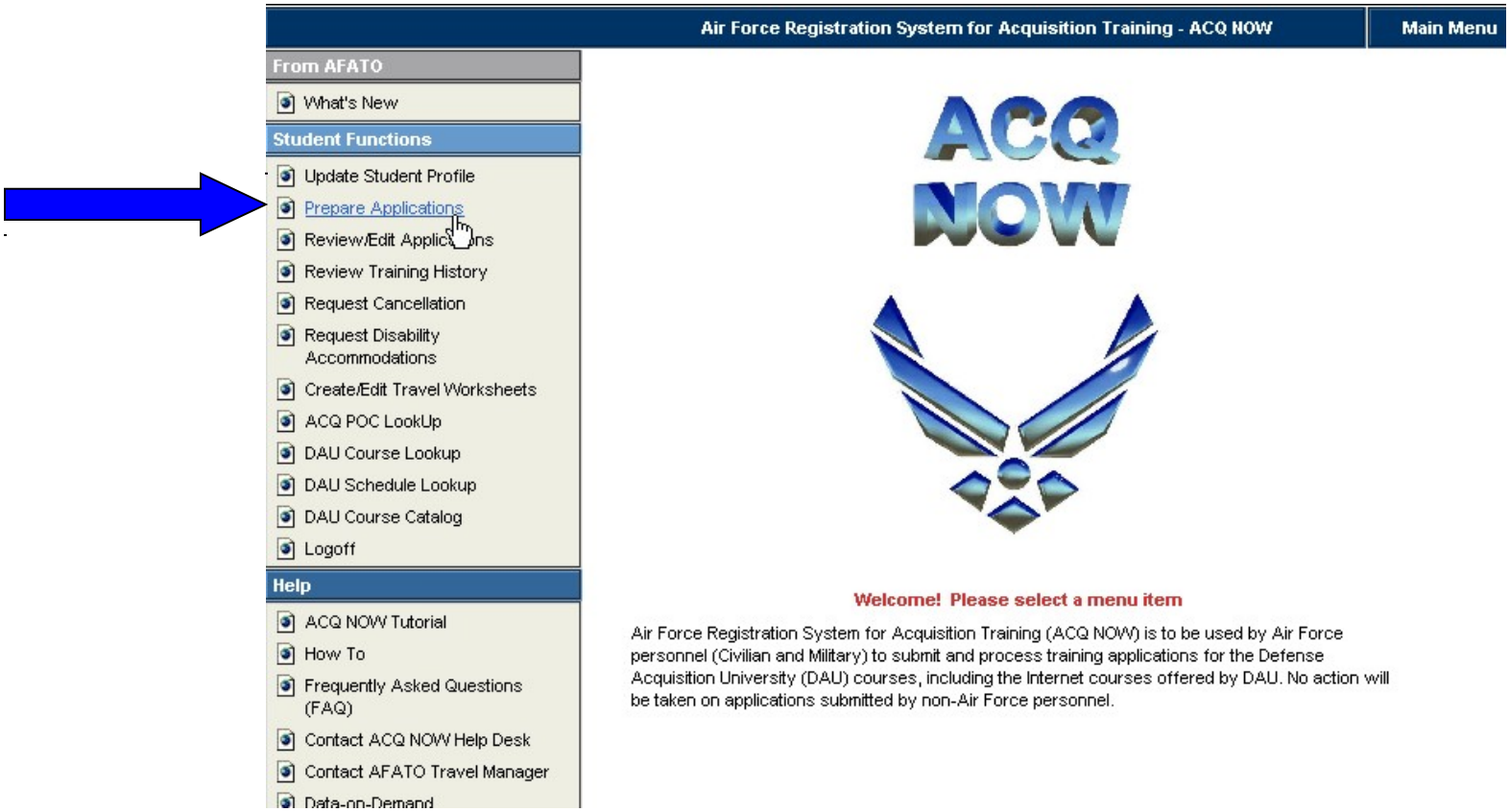
System will verify your email address and your supervisor email address. If the addresses are correct, click on "OK". If either address is incorrect, click on "Cancel" and the system will return you to your profile.

☑ How to Apply for a Course



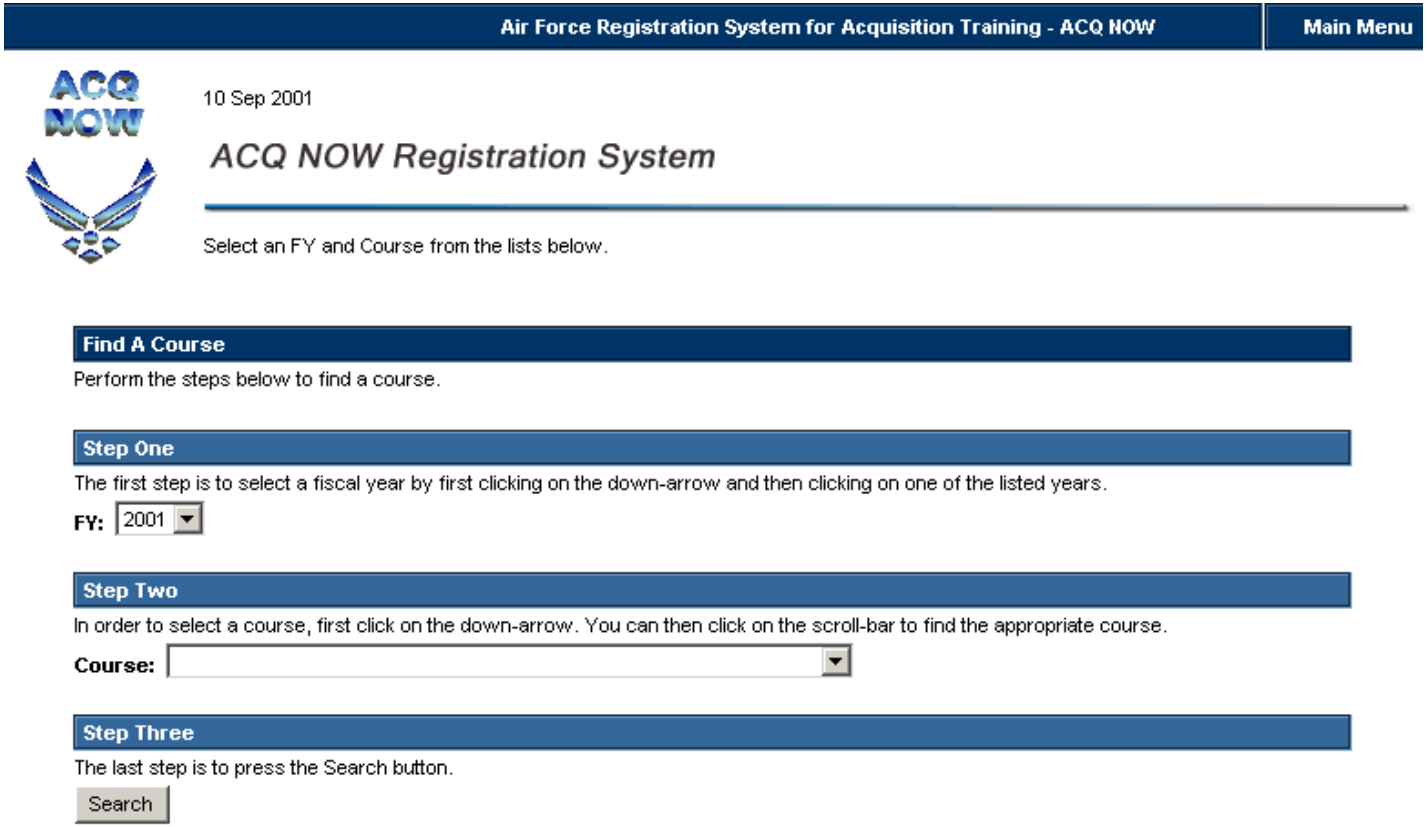
System will confirm that your profile was updated successfully. If your profile had errors or omissions, you must correct the deficiencies before the system will allow you to continue.

☑ How to Apply for a Course



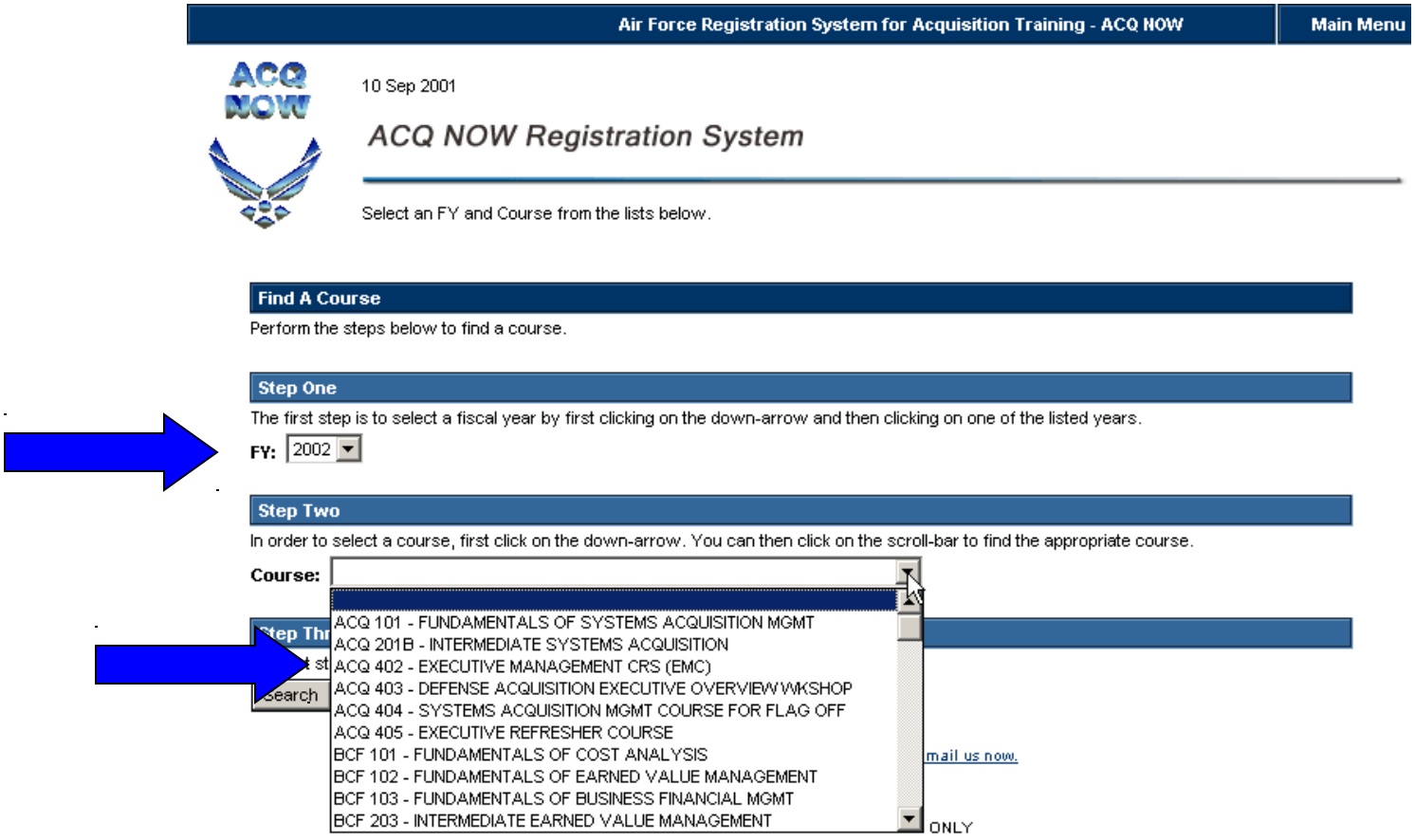
Step 1: CLICK "Prepare Applications"

☑ How to Apply for a Course



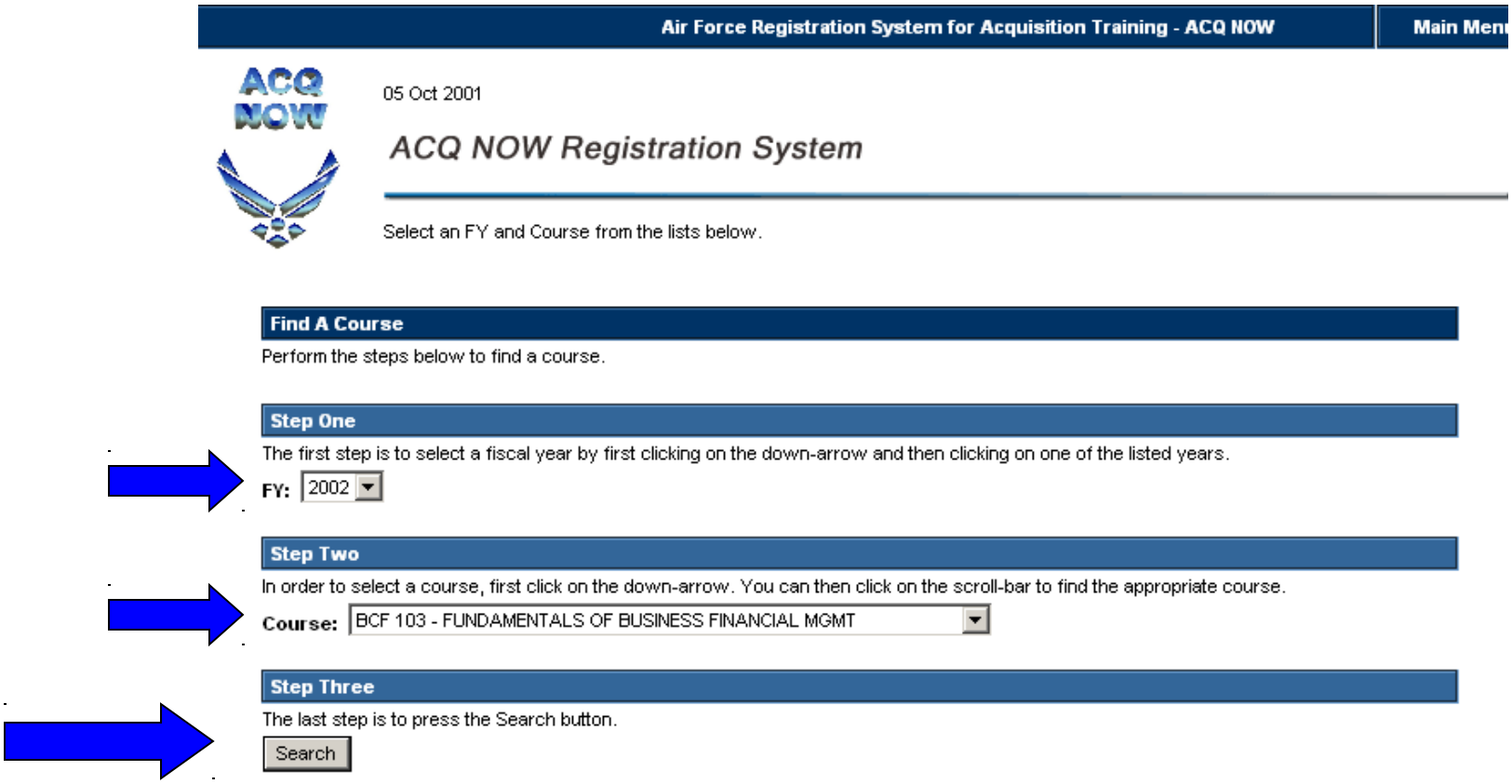
Since you did not logoff the system, when you selected "Prepare Applications", you did not have to sign in again.

☑ How to Apply for a Course



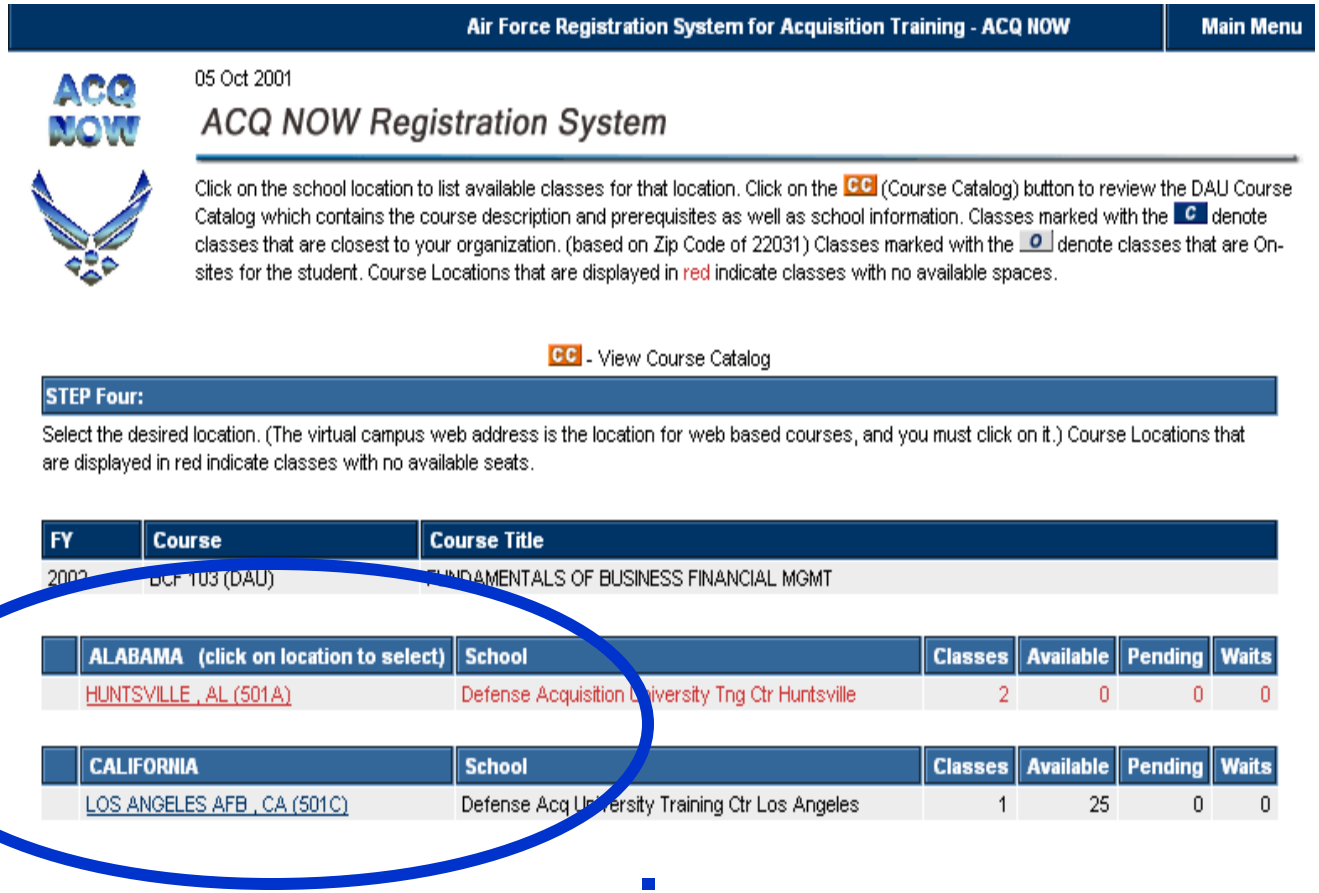
Select a FY then use the drop down menu selection to find the course you want.

☑ How to Apply for a Course



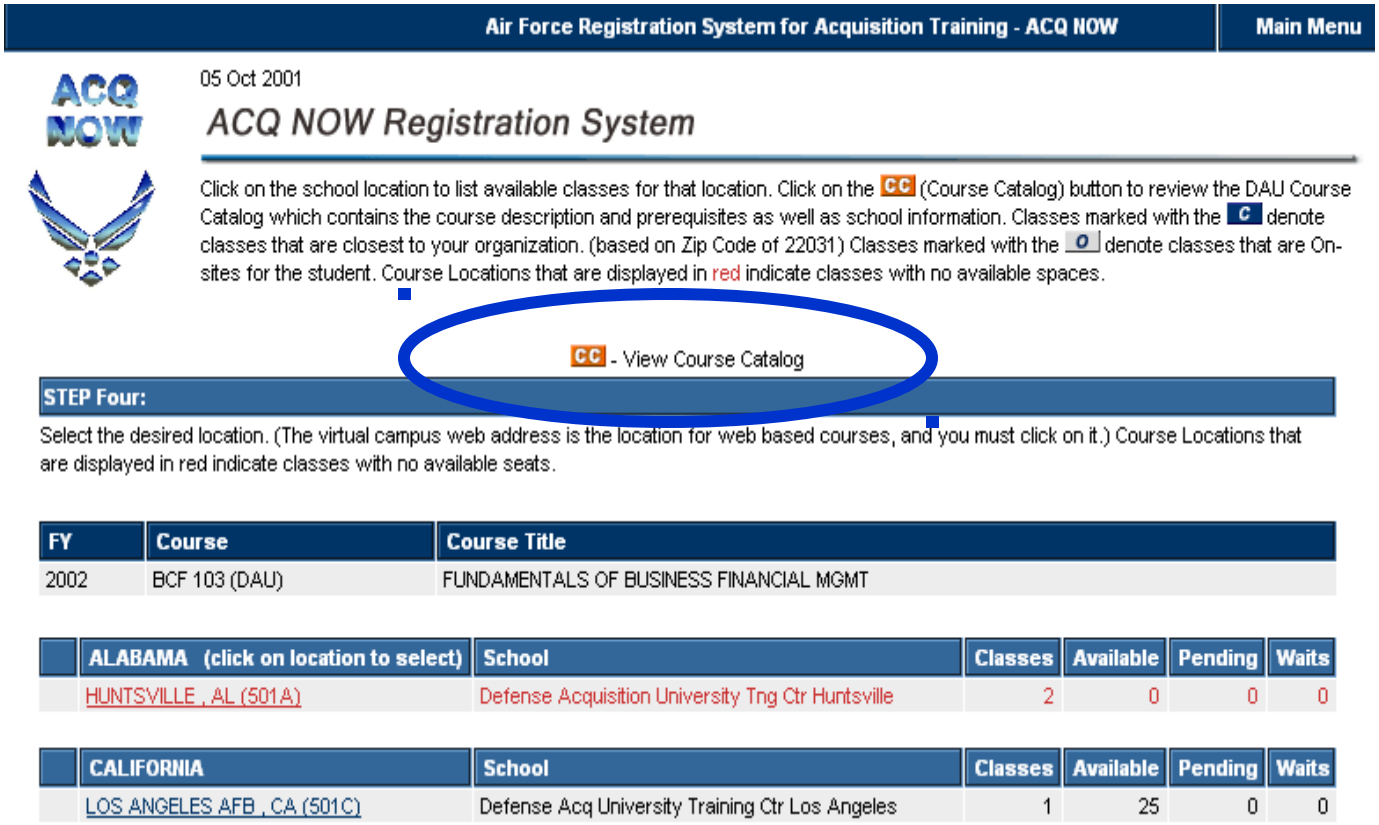
After selecting the FY and Course. Press SEARCH to Find Course Listings.

☑ How to Apply for a Course



Available offerings of the selected course are listed by location.

☑ How to Apply for a Course



Air Force Registration System for Acquisition Training - ACQ NOW | Main Menu

05 Oct 2001

ACQ NOW Registration System

Click on the school location to list available classes for that location. Click on the CC (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the C denote classes that are closest to your organization. (based on Zip Code of 22031) Classes marked with the O denote classes that are On-sites for the student. Course Locations that are displayed in red indicate classes with no available spaces.

CC - View Course Catalog

STEP Four:

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed in red indicate classes with no available seats.

FY	Course	Course Title
2002	BCF 103 (DAU)	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT

	ALABAMA (click on location to select)	School	Classes	Available	Pending	Waits
	HUNTSVILLE , AL (501A)	Defense Acquisition University Tng Ctr Huntsville	2	0	0	0

	CALIFORNIA	School	Classes	Available	Pending	Waits
	LOS ANGELES AFB , CA (501C)	Defense Acq University Training Ctr Los Angeles	1	25	0	0

You can also click on the View Course Catalog button to display DAU Course Information.

☑ How to Apply for a Course

Course Description: BCF103 [Return]

Title: Fundamentals of Business Financial Management

Description:
The Fundamentals of Business Financial Management course develops skills necessary for formulating and executing a program office budget. This course addresses specific topics including cost analysis; funding policies; budget concepts; the DoD planning, programming, and budgeting system; the congressional authorization and appropriation process; and the budget execution process. Through lectures, case studies, and student-led discussions, students learn techniques used by program and business financial managers to identify, evaluate, and resolve budget-related tasks, problems, and issues; and they learn the roles of DoD offices, the Office of Management and Budget, and the Congress.

Course Objectives:

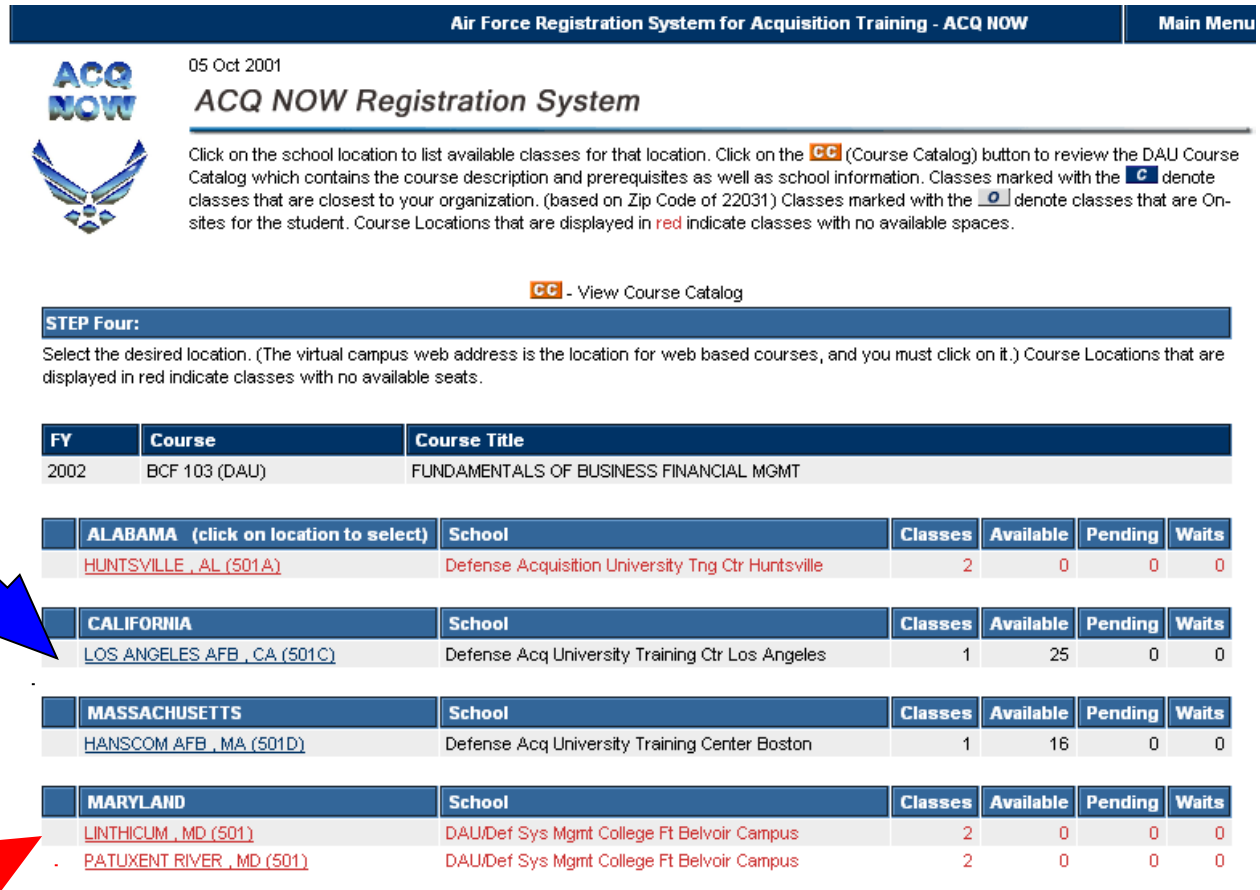
- Relate acquisition management system policies to the DoD resource allocation process.
- Identify the laws, policies and practices applicable to developing a program budget.
- Describe the planning, programming and budgeting system process and its relationship to the development of program budget submissions.
- Describe the congressional review process that leads to budget resolution, authorization and appropriation of the DoD budget.
- Summarize the process by which budget authority is apportioned, executed and reprogrammed.

A pop-up window is opened which displays pertinent course informa

☑ How to Apply for a Course

The Blue indicates quotas still available.

The Red indicates that there are no seats remaining for that specified location.



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	CALIFORNIA	School	Classes	Available	Pending	Waits
	LOS ANGELES AFB , CA (501C)	Defense Acq University Training Ctr Los Angeles	1	25	0	0

	MASSACHUSETTS	School	Classes	Available	Pending	Waits
	HANSCOM AFB , MA (501D)	Defense Acq University Training Center Boston	1	16	0	0

	MARYLAND	School	Classes	Available	Pending	Waits
	LINTHICUM , MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0
	PATUXENT RIVER , MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0

☑ How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW | **Main Menu**

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed in red indicate classes with no available seats.

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	MASSACHUSETTS	School	Classes	Available	Pending	Waits
	HANSCOM AFB , MA (501D)	Defense Acq University Training Center Boston	1	16	0	0

	MARYLAND	School	Classes	Available	Pending	Waits
	LINTHICUM , MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0
	PATUXENT RIVER , MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0

	NEW JERSEY	School	Classes	Available	Pending	Waits
	FT MONMOUTH , NJ (501B)	Defense Acquisition University Training Ctr Ft Monmouth	2	0	0	0

	OHIO	School	Classes	Available	Pending	Waits
	WRIGHT PATTERSON , OH (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	3	74	0	0

	VIRGINIA	School	Classes	Available	Pending	Waits
C	FT BELVOIR , VA (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	8	98	0	0

As we scroll down the page, we see that there a "C" next to FT. B
This indicates that FT Belvoir is the closest location to my home c

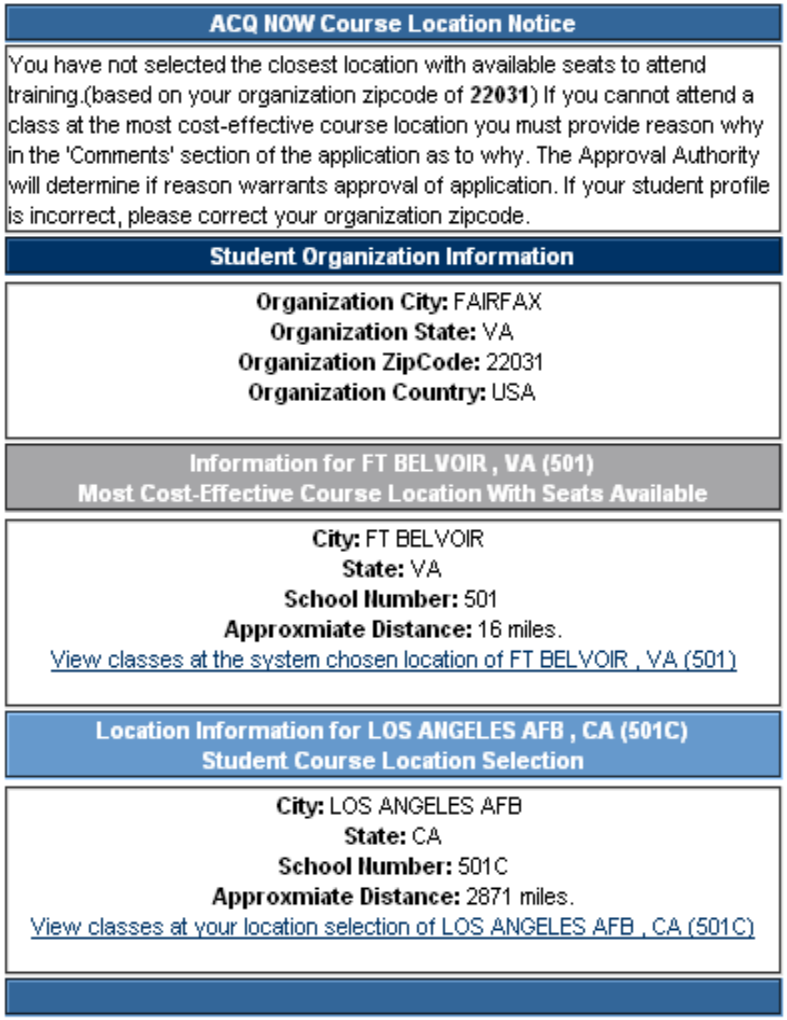
☑ How to Apply for a Course

If you fail to select the closest location, the next page will indicate that you have not selected the closest location. You may change to the closest location and continue.

If you select any other location, rather than the closest, you must justify your choice in the remarks section of your application.

NOTE:

Your supervisor and AFATO will know what choice you have made.



ACQ NOW Course Location Notice

You have not selected the closest location with available seats to attend training.(based on your organization zipcode of **22031**) If you cannot attend a class at the most cost-effective course location you must provide reason why in the 'Comments' section of the application as to why. The Approval Authority will determine if reason warrants approval of application. If your student profile is incorrect, please correct your organization zipcode.

Student Organization Information

Organization City: FAIRFAX
Organization State: VA
Organization ZipCode: 22031
Organization Country: USA

Information for FT BELVOIR , VA (501)
Most Cost-Effective Course Location With Seats Available

City: FT BELVOIR
State: VA
School Number: 501
Approxmiate Distance: 16 miles.
View classes at the system chosen location of FT BELVOIR , VA (501)

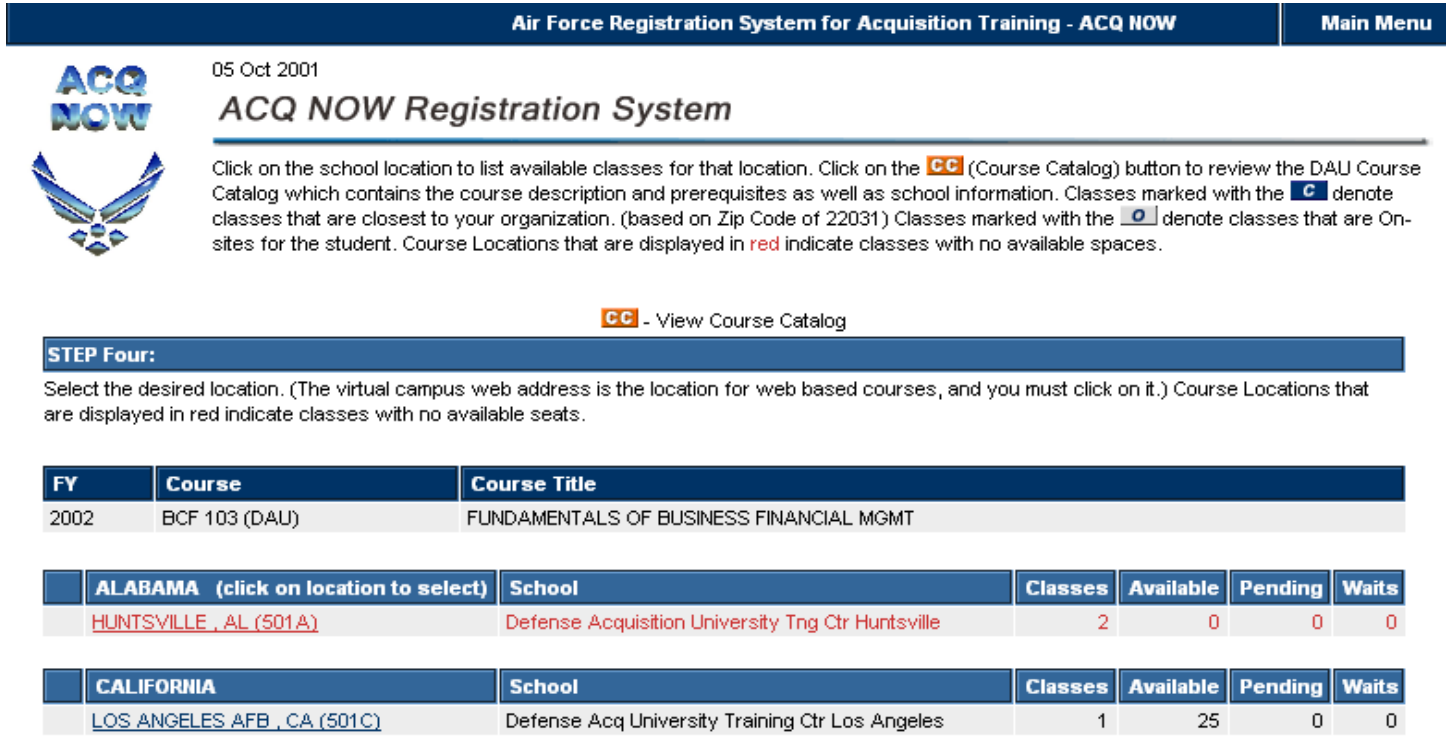
Location Information for LOS ANGELES AFB , CA (501C)
Student Course Location Selection

City: LOS ANGELES AFB
State: CA
School Number: 501C
Approxmiate Distance: 2871 miles.
View classes at your location selection of LOS ANGELES AFB , CA (501C)

☑ How to Apply for a Course

Blue indicates quotas still available for a particular class.

Red indicates that there are no seats remaining for a particular class



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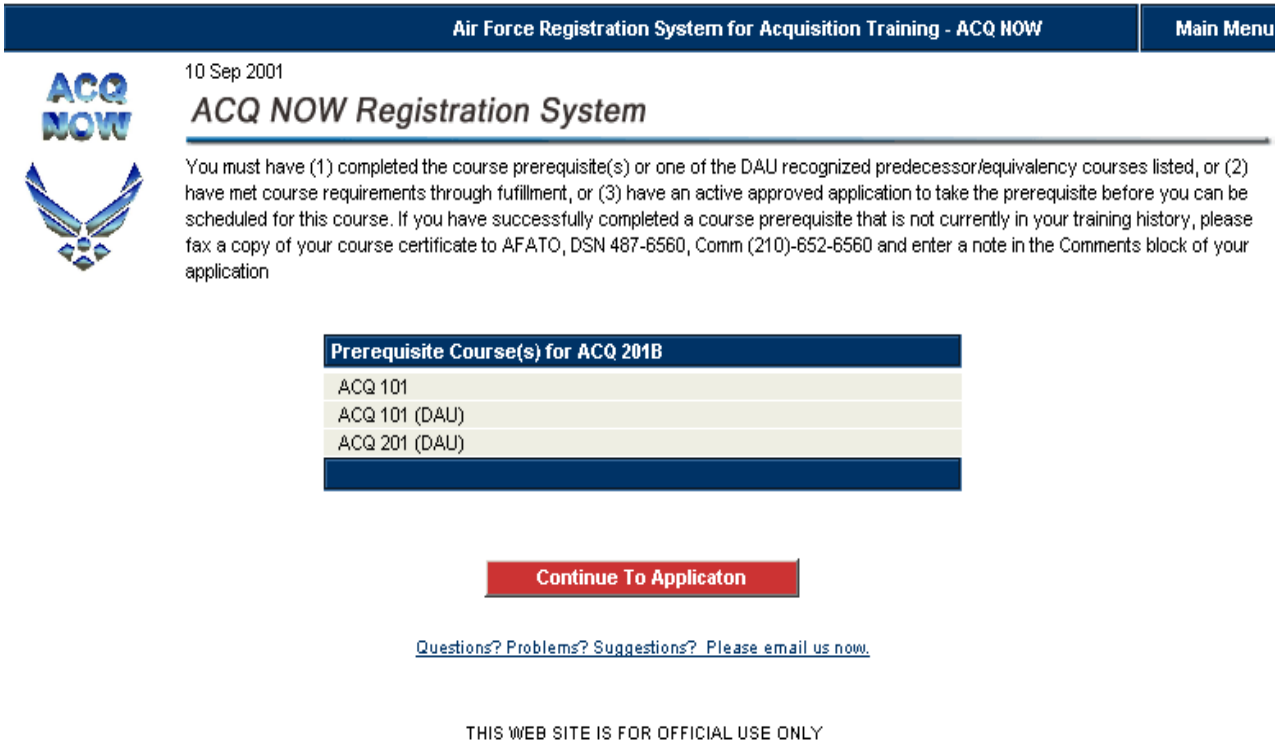
	CALIFORNIA	School	Classes	Available	Pending	Waits
	LOS ANGELES AFB , CA (501C)	Defense Acq University Training Ctr Los Angeles	1	25	0	0

After clicking on the course location, the list of available cl displayed. Click the class number to apply for that class.

☑ How to Apply for a Course

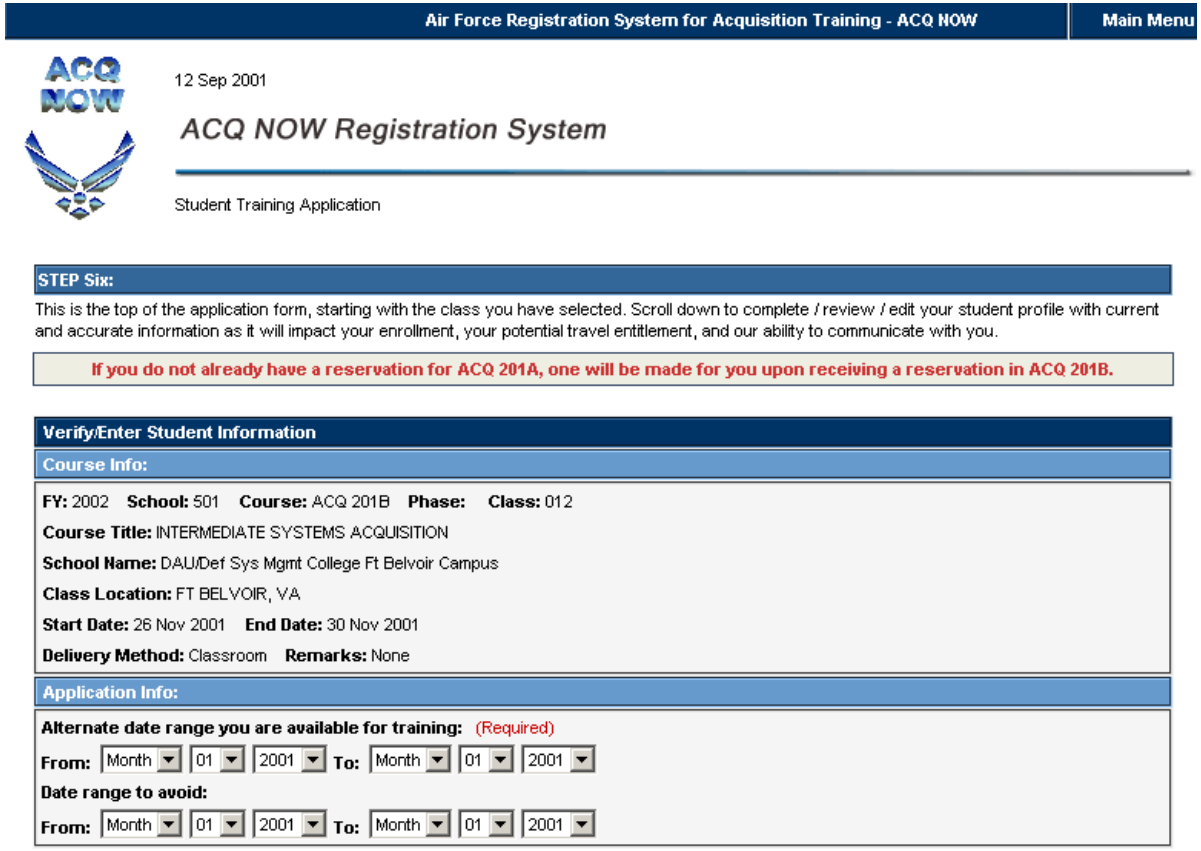


If there are any prerequisites for a class, ACQ Now will display a prerequisite reminder for the student. These are the prerequisites for ACQ 201B. This is just an example.

☑ How to Apply for a Course

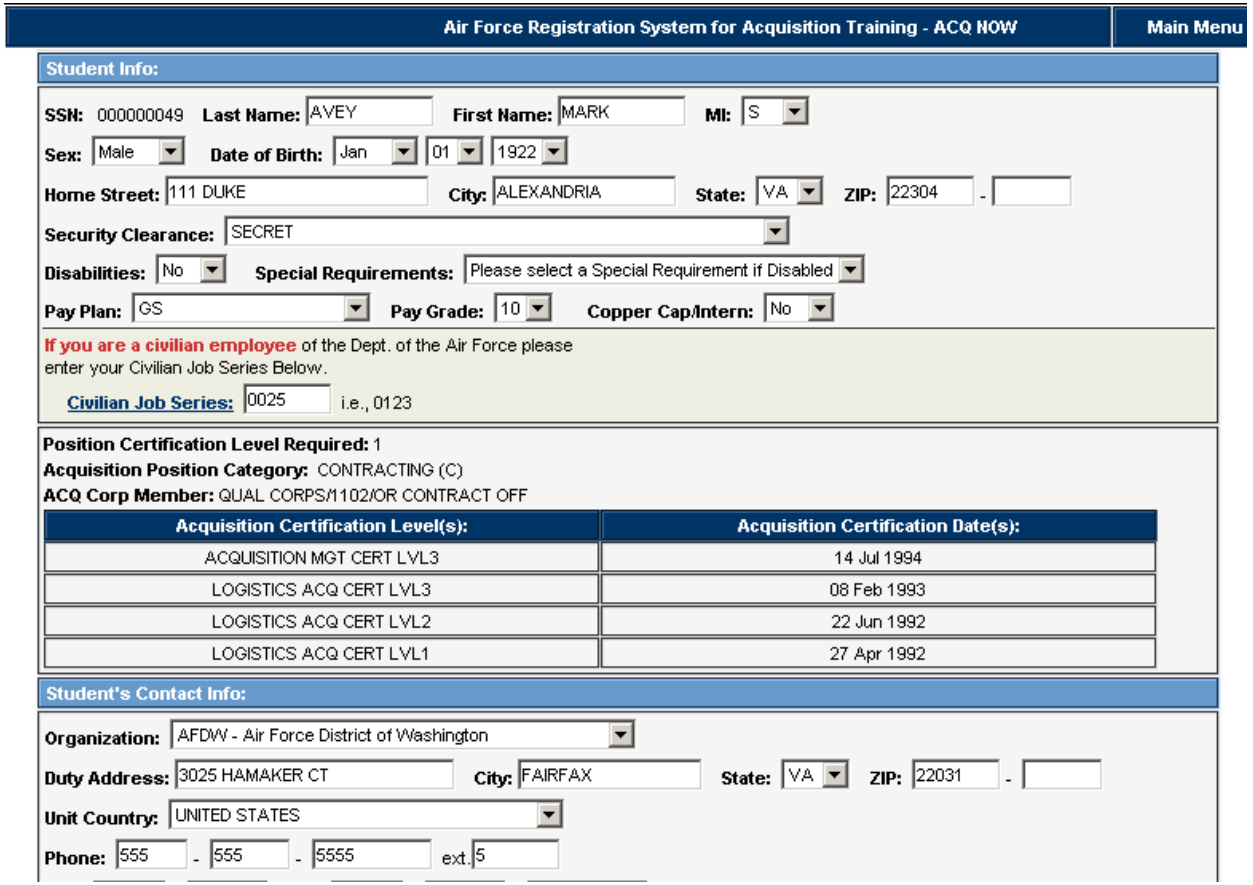
The selected class is shown at the top of the application form.

Select an alternate date range for which you would also be available for this course. This field is mandatory and is used in the registration process



Complete or update your student data.
(Use your keyboard TAB key to move from block to block.)

☑ How to Apply for a Course

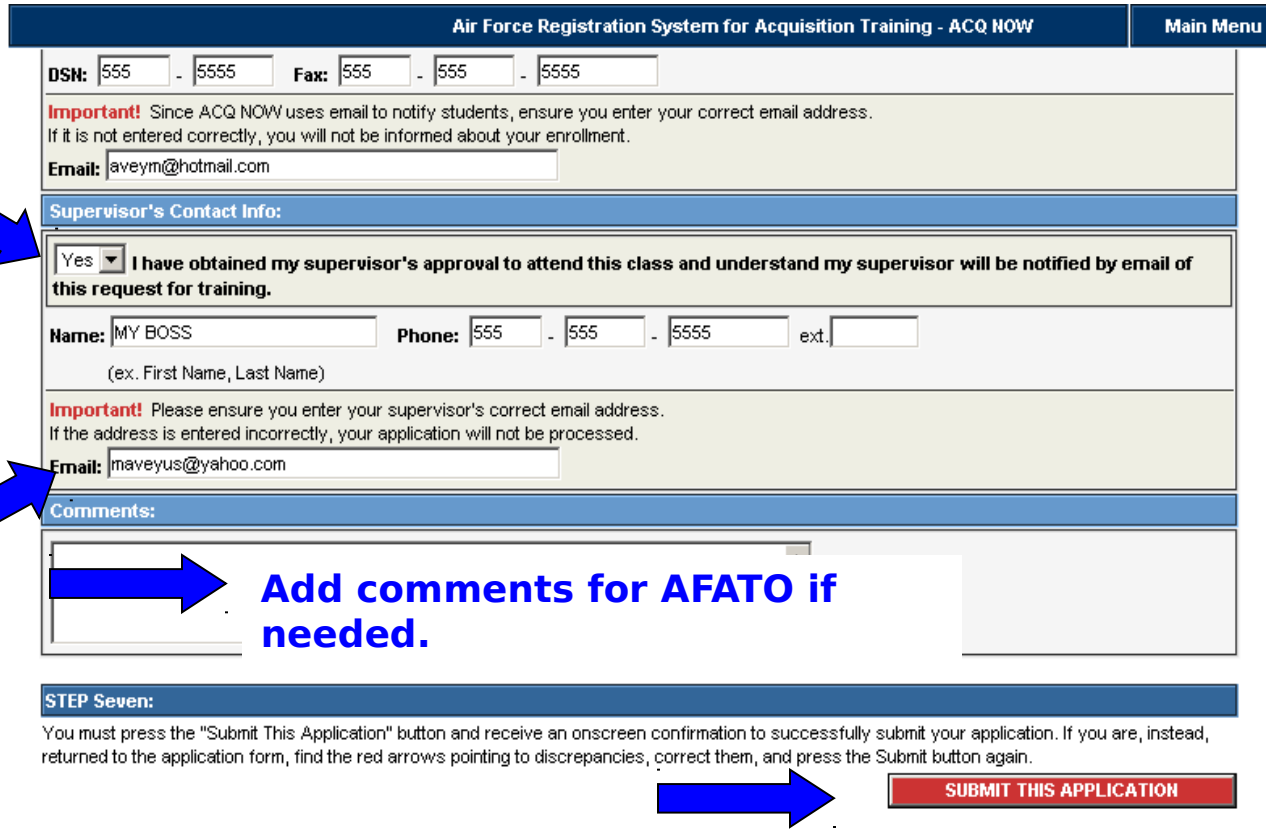


The profile information you provided will automatically populate the student application. You may make any changes or corrections at this time.

☑ How to Apply for a Course

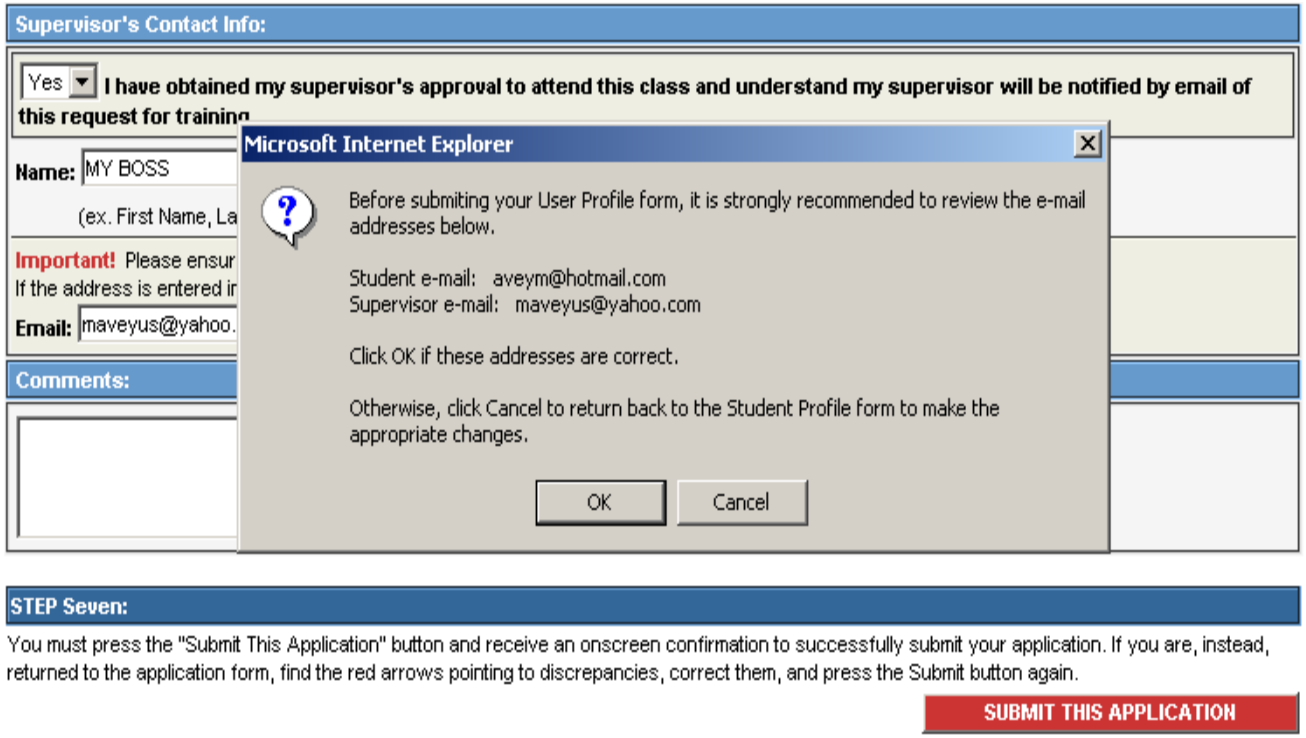
You must enter "Yes" or "No" that you have your supervisor concurrence.

You must enter your supervisor information. Make sure their email address is correct. This is vital in order for them to receive information regarding your training request.



Press the Submit This Application button once the fields are filled in.

☑ How to Apply for a Course



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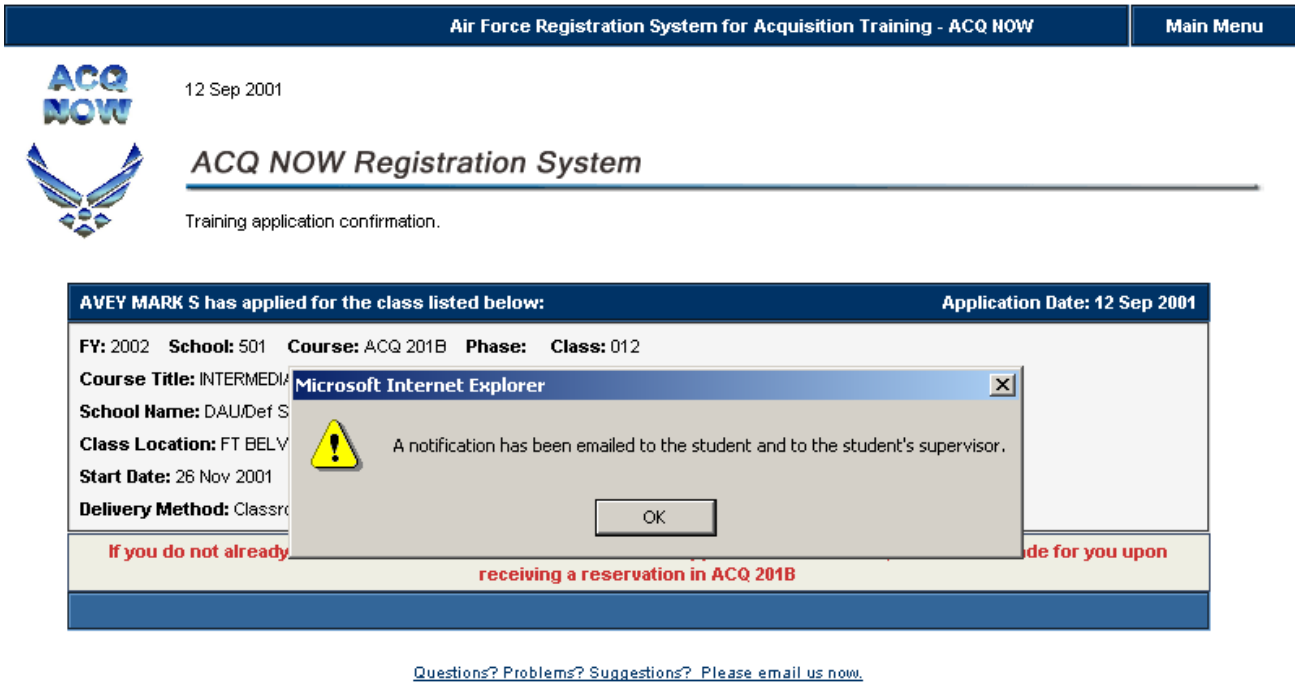
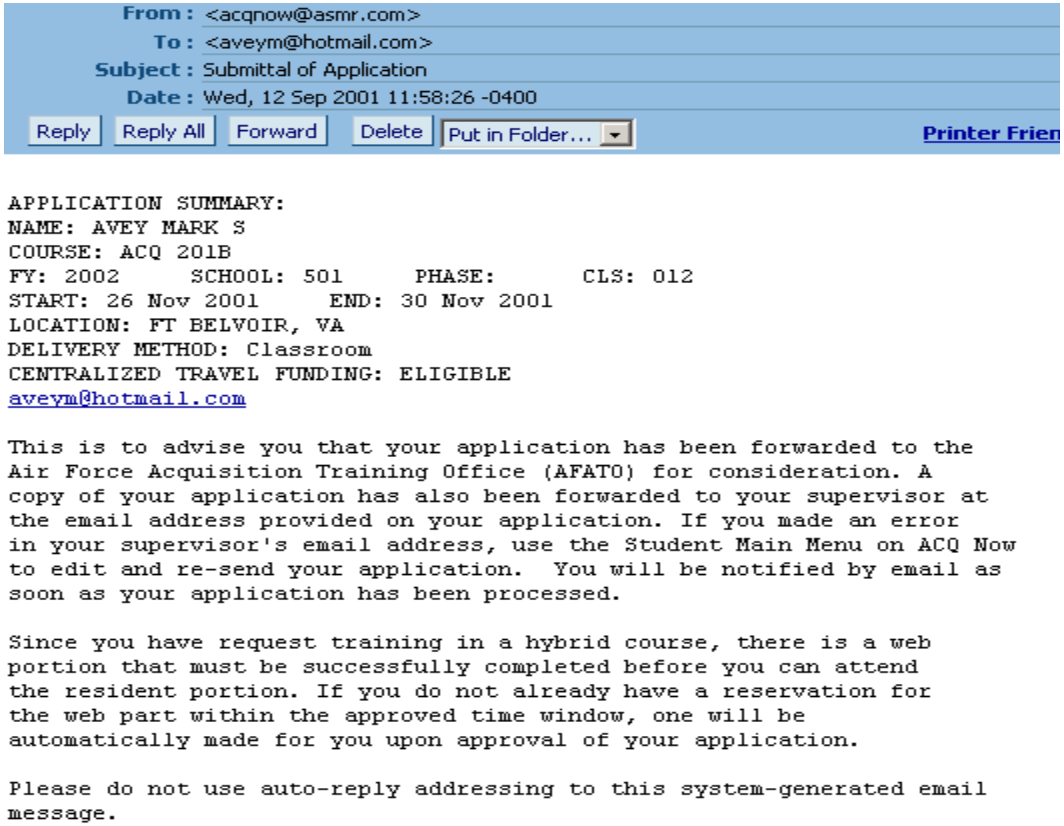
☑ How to Apply for a Course



After clicking on submit, ACQ Now will display a message alerting the user that Email notification has been sent to the student and to the student's supervisor.

☑ Student Notification



From : <acqnow@asmr.com>
To : <aveym@hotmail.com>
Subject : Submittal of Application
Date : Wed, 12 Sep 2001 11:58:26 -0400
Reply | Reply All | Forward | Delete | Put in Folder... | Printer Frien

APPLICATION SUMMARY:
NAME: AVEY MARK S
COURSE: ACQ 201B
FY: 2002 SCHOOL: 501 PHASE: CLS: 012
START: 26 Nov 2001 END: 30 Nov 2001
LOCATION: FT BELVOIR, VA
DELIVERY METHOD: Classroom
CENTRALIZED TRAVEL FUNDING: ELIGIBLE
aveym@hotmail.com

This is to advise you that your application has been forwarded to the Air Force Acquisition Training Office (AFATO) for consideration. A copy of your application has also been forwarded to your supervisor at the email address provided on your application. If you made an error in your supervisor's email address, use the Student Main Menu on ACQ Now to edit and re-send your application. You will be notified by email as soon as your application has been processed.

Since you have request training in a hybrid course, there is a web portion that must be successfully completed before you can attend the resident portion. If you do not already have a reservation for the web part within the approved time window, one will be automatically made for you upon approval of your application.

Please do not use auto-reply addressing to this system-generated email message.

Student receives this Email Notification upon an application submittal.

☑ Supervisor Notification

To: <maveyus@yahoo.com>
From: <acqnow@asmr.com> | Block Address | Add to Address Book
Subject: Request for DAU Training
Date: Wed, 12 Sep 2001 11:58:26 -0400

APPLICATION SUMMARY:
NAME: AVEY MARK S
COURSE: ACQ 201B
FY: 2002 SCHOOL: 501 PHASE: CLS: 012
START: 26 Nov 2001 END: 30 Nov 2001
LOCATION: FT BELVOIR, VA
DELIVERY METHOD: Classroom
CENTRALIZED TRAVEL FUNDING: ELIGIBLE
aveym@hotmail.com

This is to advise you that the above employee has applied for acquisition training and identified you as the supervisor of record.
Critical Acquisition Workforce details (such as the employee's grade/rank, series, acquisition career field, etc.) are written into the application from official records. Application will automatically be forwarded to the Air Force Acquisition Training (AFATO), AFATO@afpc.randolph.af.mil, DSN 487-6580 for consideration.

Since the student has requested training in a hybrid course, there is a web portion that must be successfully completed before the student can attend the resident portion. If the student does not already have a reservation for the web part within the approved time window, one will be automatically made upon approval of the application for ACQ 201B.

Please do not use auto-reply addressing to this system-generated email message.

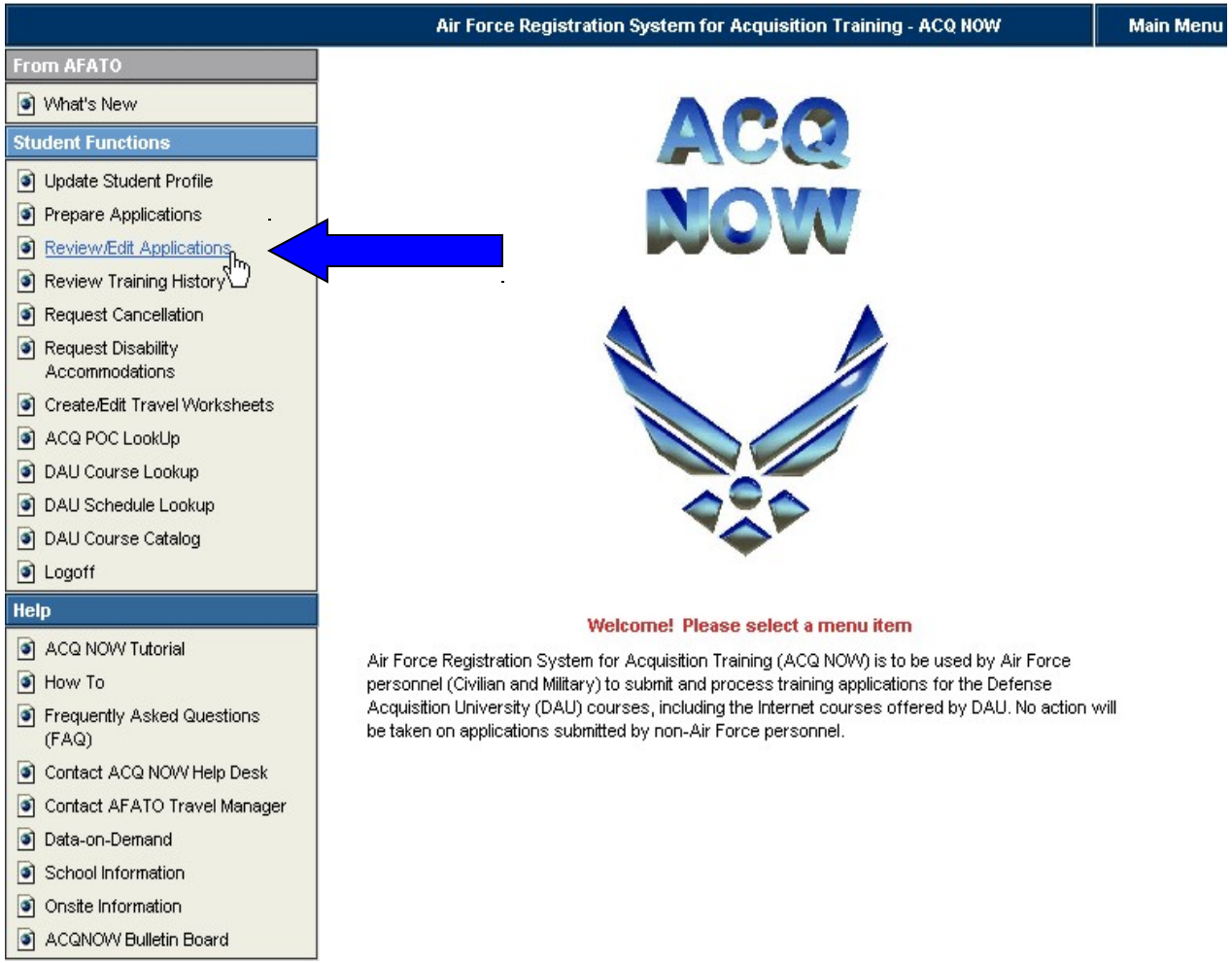
Supervisor receives this Email Notification upon an application submittal.

SAMPLE SCREENS

- ☑ How to Review/Edit Applications

☑ Review/Edit Application

The student can review their application(s) by Clicking on the Review/Edit Applications Link located on the Student Main Menu.



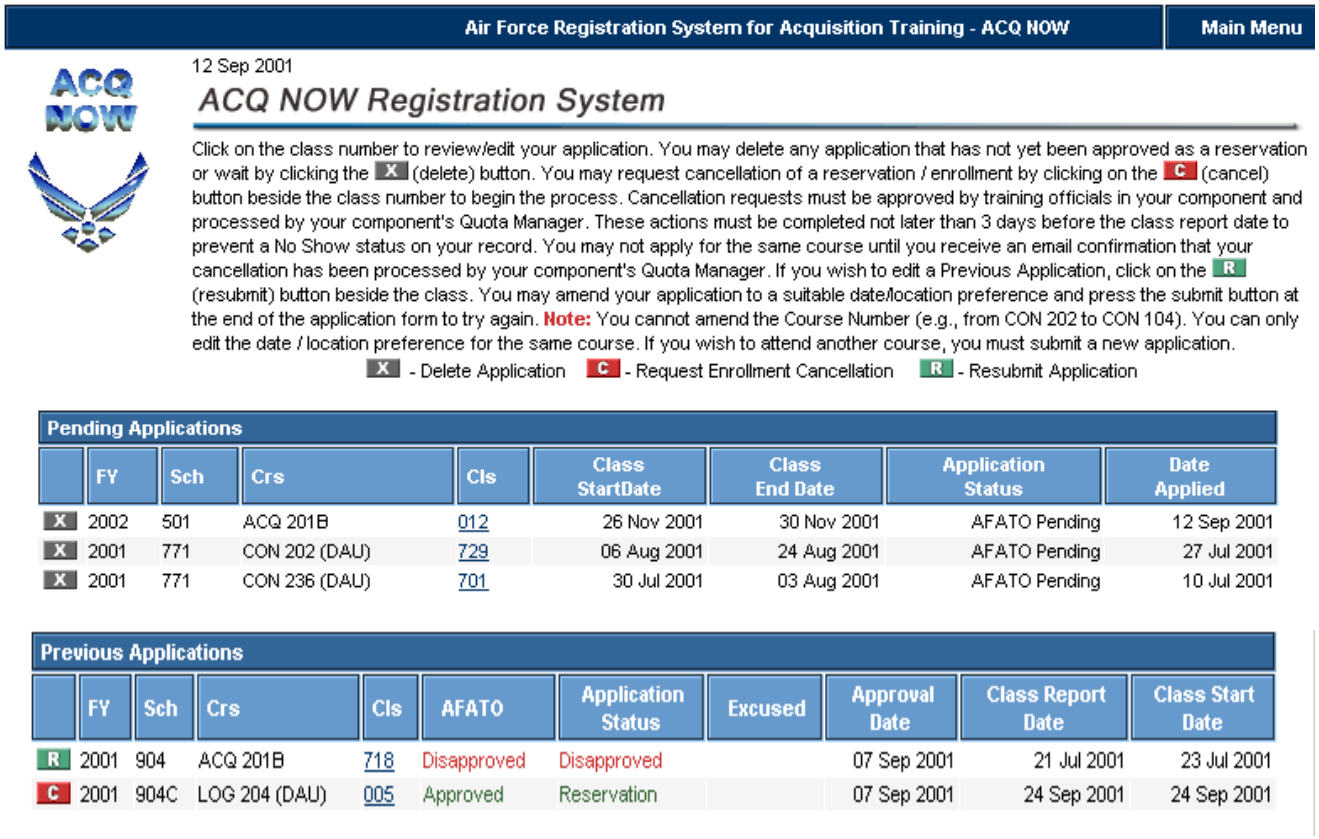
☑ Review/Edit Application

This screen displays all the Pending and Previous applications for the student.
Pending applications are applications still in the application path for which a final decision has not been made.
Previous applications are applications where the application has

- been made into a Reservation or Wait

or

was Disapproved by a AFATO.



Air Force Registration System for Acquisition Training - ACQ NOW | Main Menu

12 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the X (delete) button. You may request cancellation of a reservation / enrollment by clicking on the C (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the R (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application C - Request Enrollment Cancellation R - Resubmit Application

Pending Applications

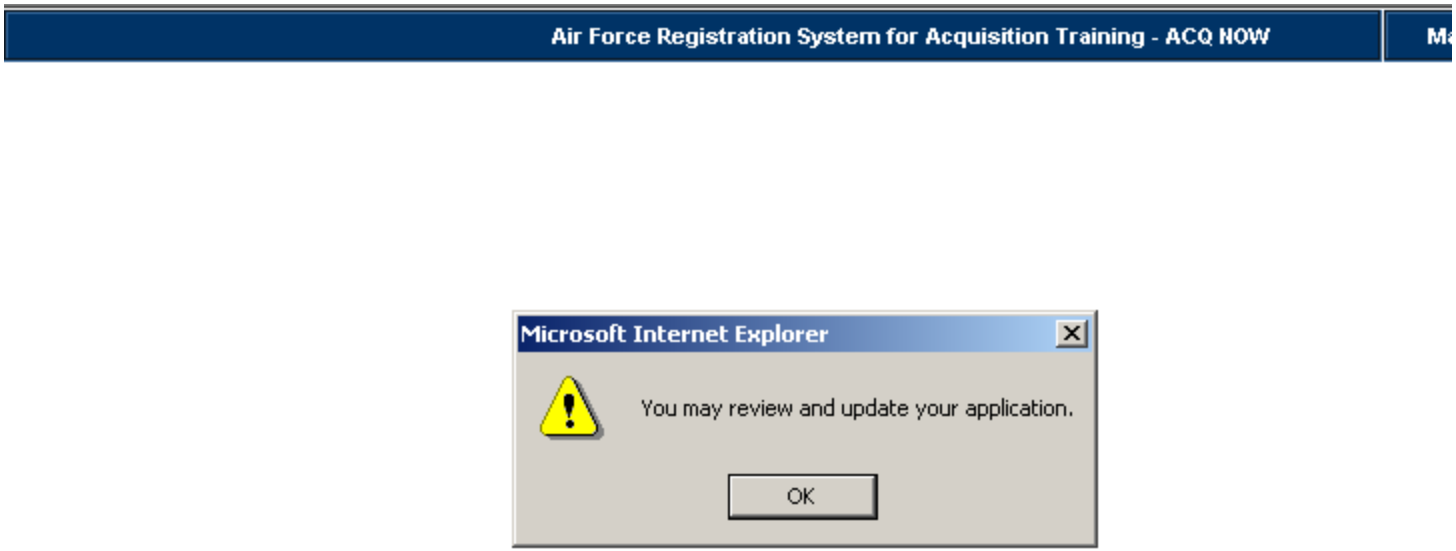
	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
X	2001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001
X	2001	771	CON 236 (DAU)	701	30 Jul 2001	03 Aug 2001	AFATO Pending	10 Jul 2001

Previous Applications

	FY	Sch	Crs	Cls	AFATO	Application Status	Excused	Approval Date	Class Report Date	Class Start Date
R	2001	904	ACQ 201B	718	Disapproved	Disapproved		07 Sep 2001	21 Jul 2001	23 Jul 2001
C	2001	904C	LOG 204 (DAU)	005	Approved	Reservation		07 Sep 2001	24 Sep 2001	24 Sep 2001

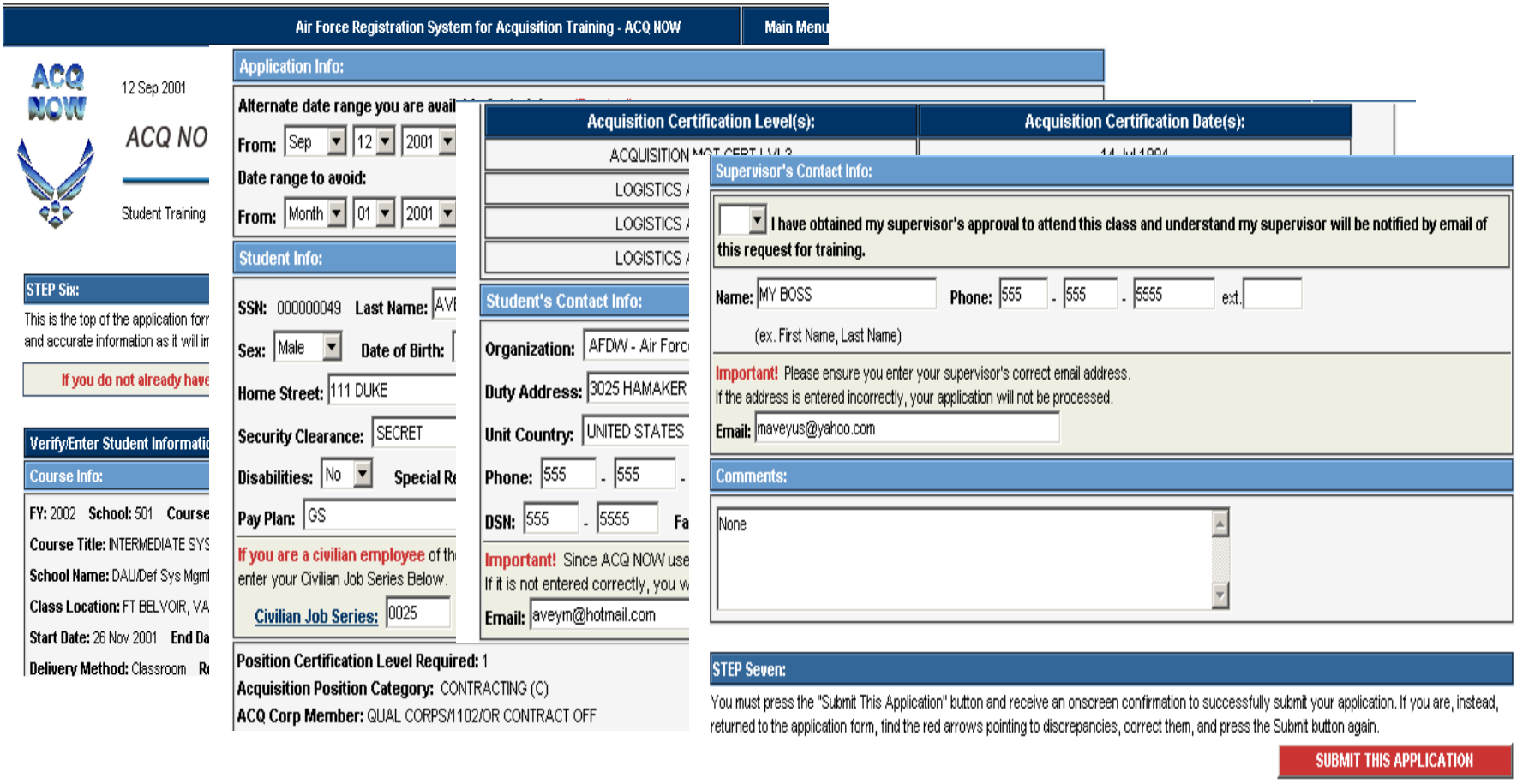
Right now, our Student only has 3 pending applications and 2 previous applications.

☑ Review/Edit Application



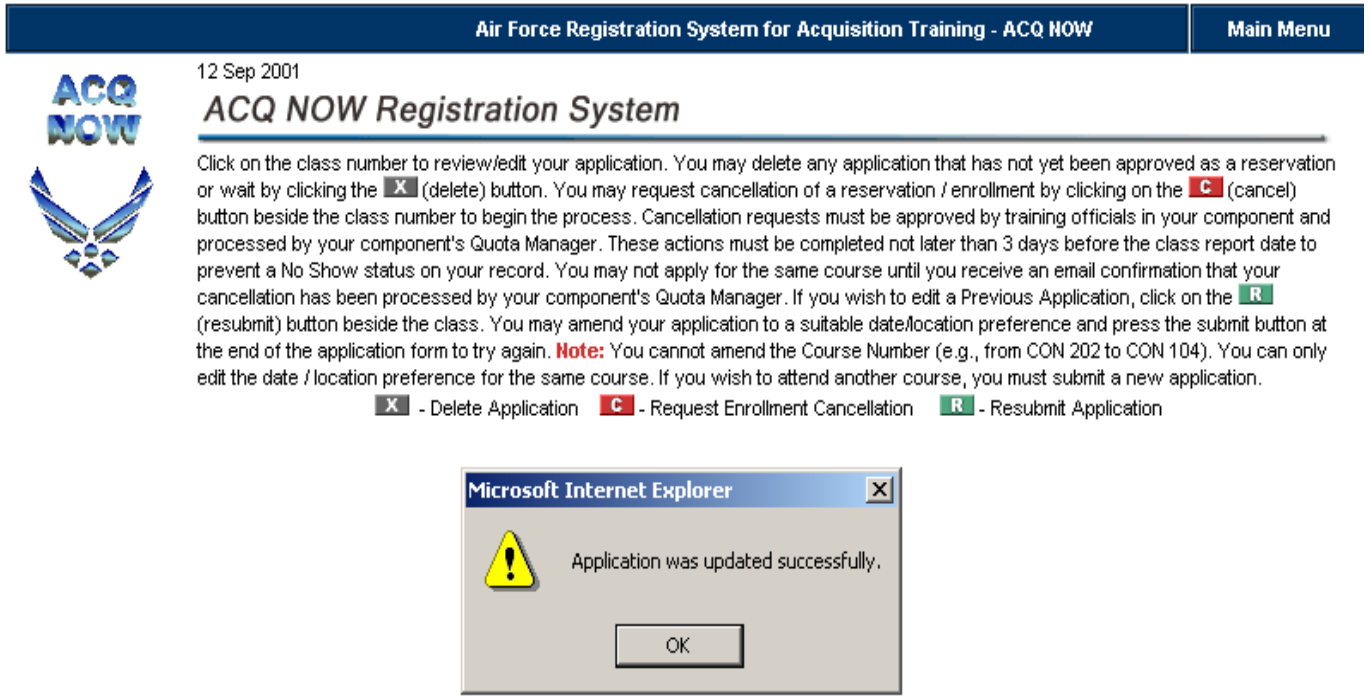
Clicking on the Application's Class Number allows the student to Review and Update the application.

☑ Review/Edit Application



After clicking on the application class number, the Student can edit any of the application info. Clicking on the Update Application button brings the Student back to the Review Applications pa

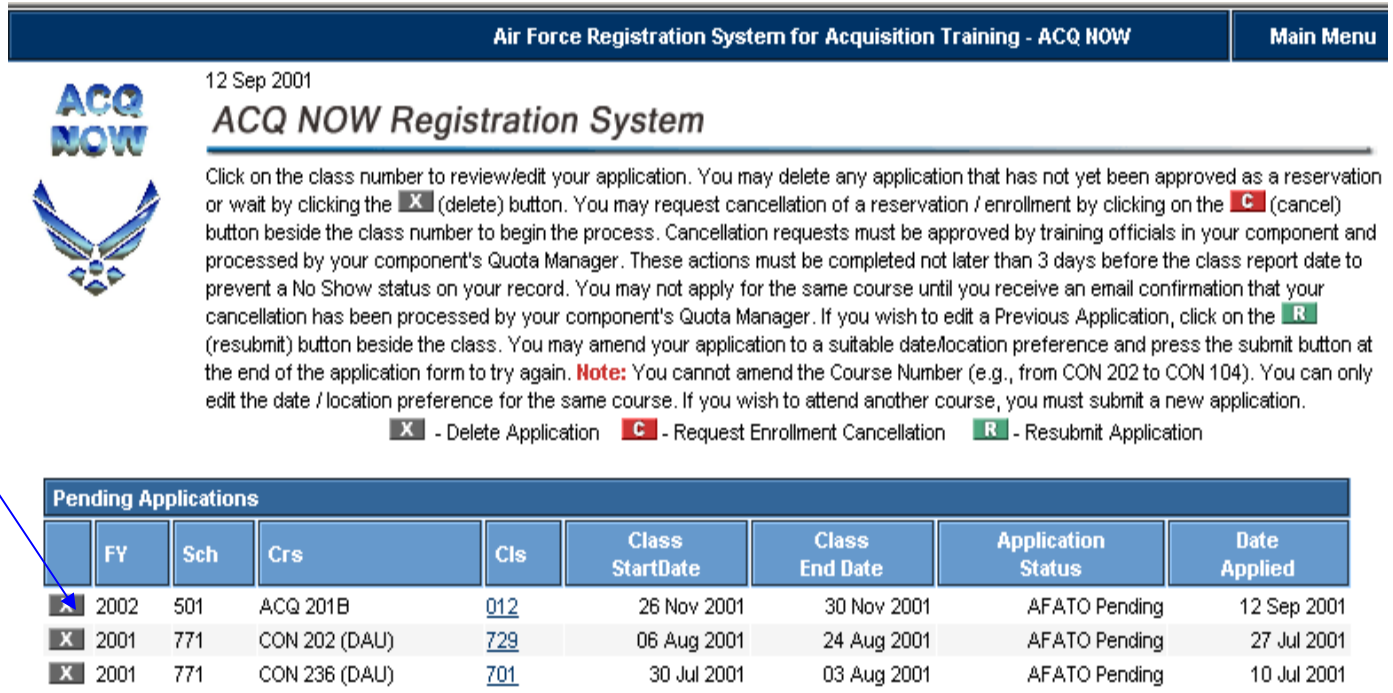
☑ Review/Edit Application



After making changes to the application, student clicks on Submit Application button, message will alert student that application was updated.

☑ Review/Edit Application

Any Pending Applications can be deleted by the student by clicking the small ‘X’ at the start of the application row.



Air Force Registration System for Acquisition Training - ACQ NOW | Main Menu

12 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the X (delete) button. You may request cancellation of a reservation / enrollment by clicking on the C (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the R (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

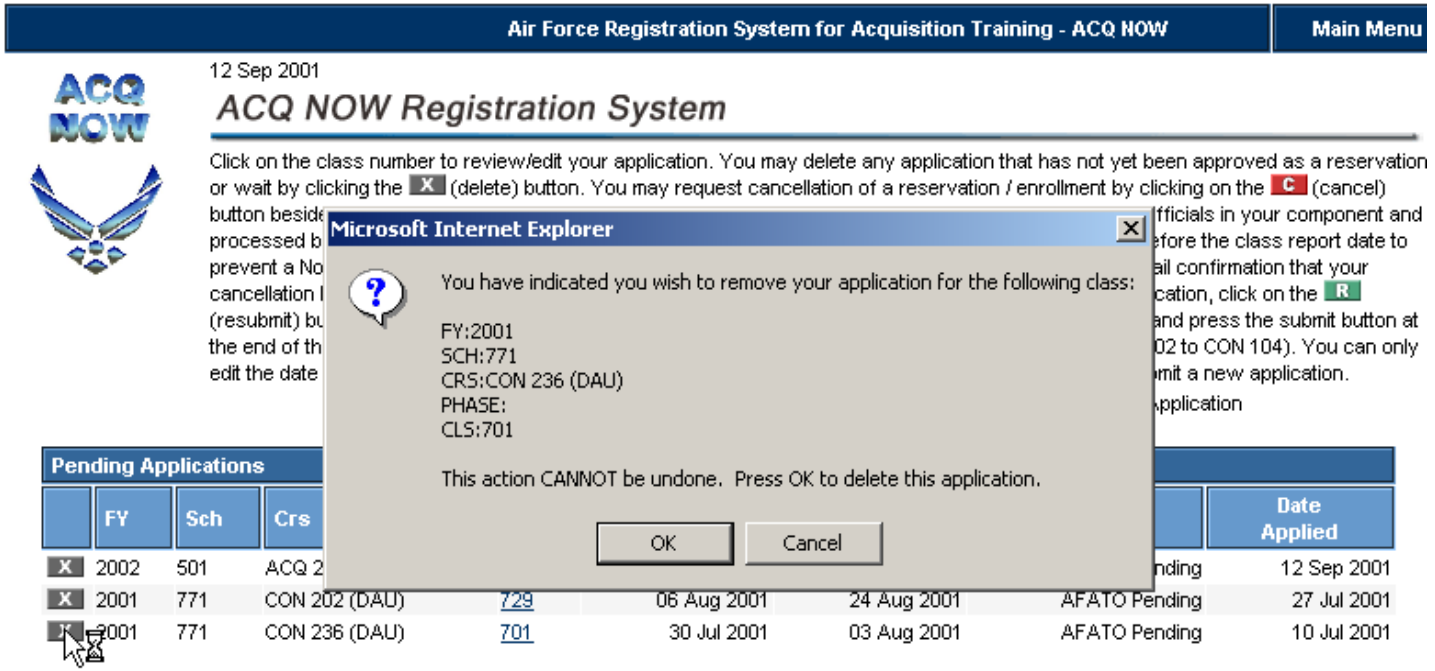
X - Delete Application C - Request Enrollment Cancellation R - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
X	2001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001
X	2001	771	CON 236 (DAU)	701	30 Jul 2001	03 Aug 2001	AFATO Pending	10 Jul 2001

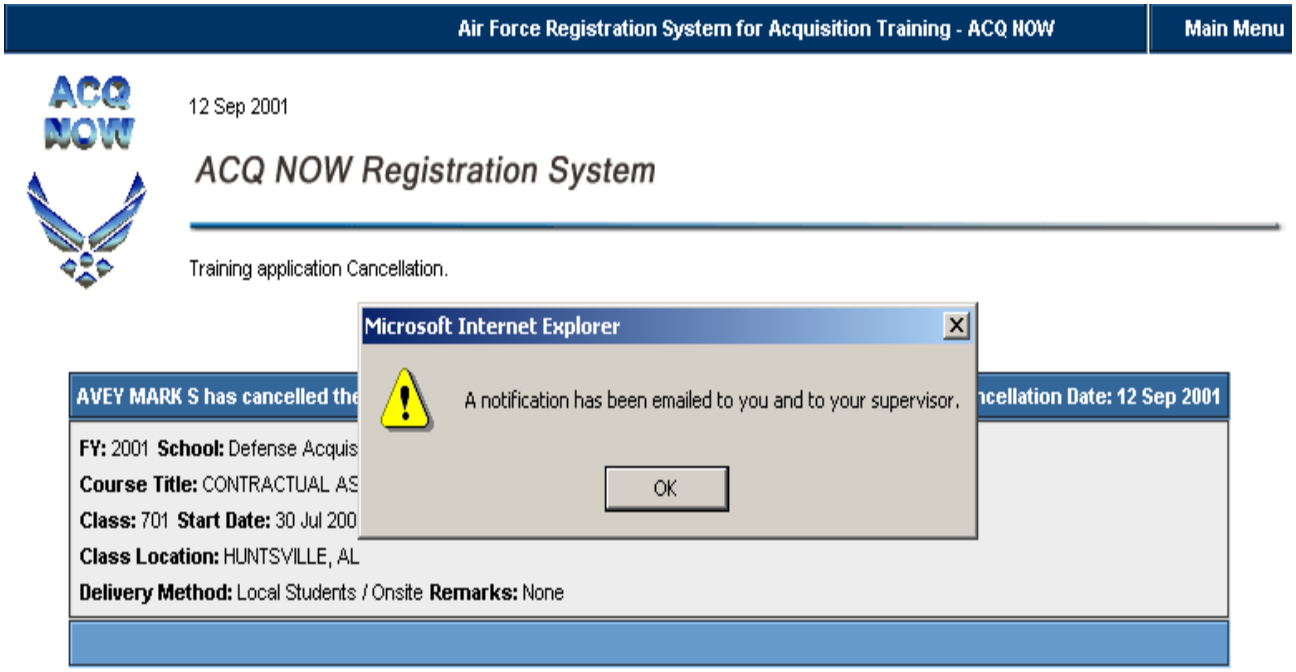
Applications that have become Reservations or Waits must go through the Cancellation Process. This process will be covered later in the module.

☑ Review/Edit Application



System provides a reminder in case the student accidentally clicks on Delete/'X' button. Clicking OK deletes the application from system.

☑ Review/Edit Application



Emails concerning the student's decision are sent to the Student and to the Supervisor.

☑ Review/Edit Application

Example Email sent to student upon Application Deletion Decision.

Save Address(es) | Block | Previou

From : <ACQNOW_Cancellation@asmr.com>
To : <aveym@hotmail.com>
Subject : Deleted Pending Application for CON 236
Date : Wed, 12 Sep 2001 15:29:46 -0400

Reply | Reply All | Forward | Delete | Put in Folder... | Printer F

```
APPLICATION SUMMARY:
NAME: AVEY MARK S
COURSE: CON 236 (DAU)
FY: 2001     SCHOOL: 771     PHASE:      CLS: 701
START: 30 Jul 2001     END: 03 Aug 2001
LOCATION: HUNTSVILLE, AL
DELIVERY METHOD: Local Students / Onsite
This is to confirm that your pending application for this class
has been deleted. Your supervisor has been
notified that you have withdrawn this pending application. You will
no longer have access to it for review.

Please do not use auto-reply addressing to this system-generated email
message.
```

Add to Address Book

Example Email sent to Supervisor upon the Student's Application Deletion Decision.

Subject: Deleted Pending Application for CON 236
Date: Wed, 12 Sep 2001 15:29:46 -0400

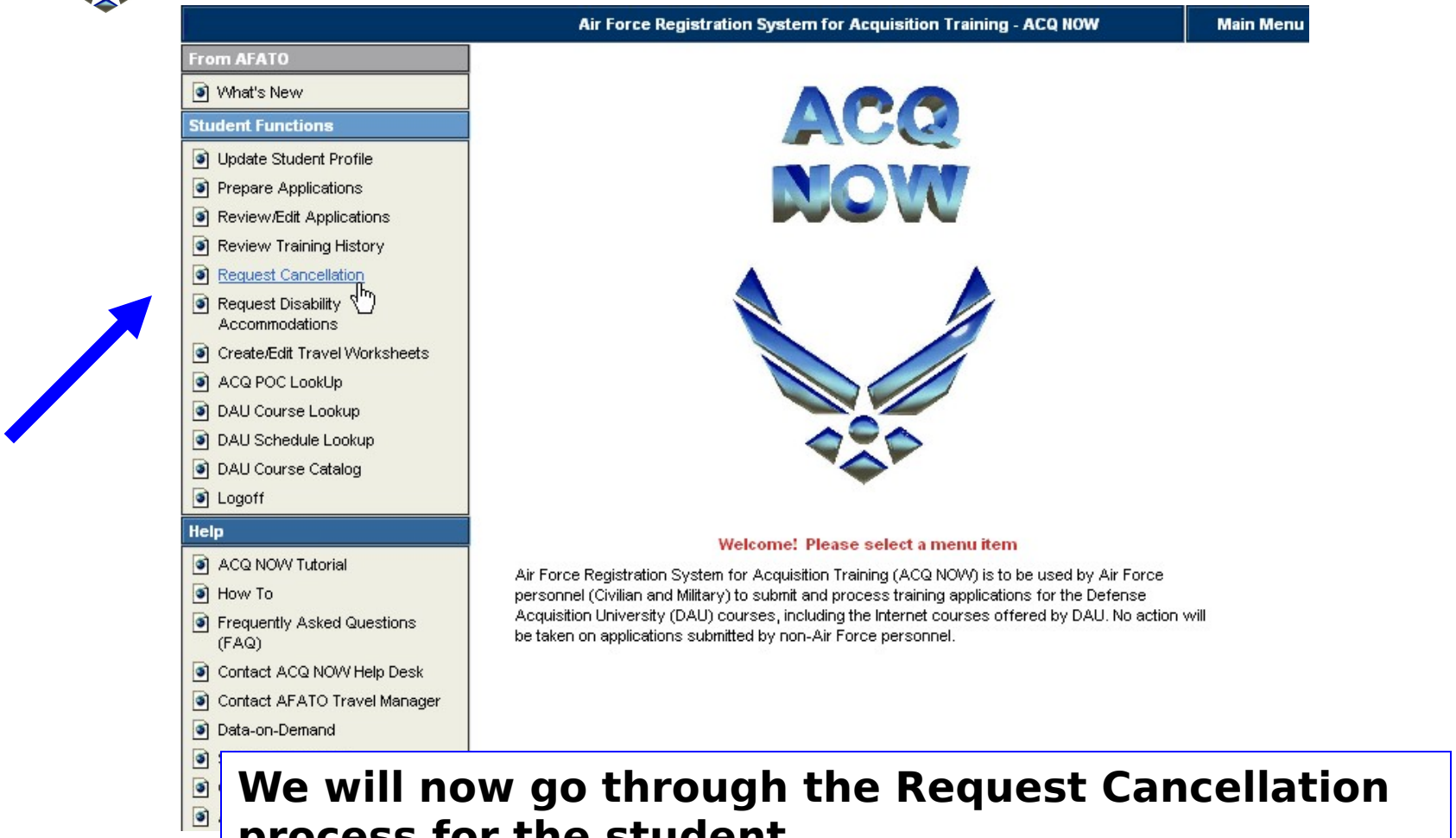
```
APPLICATION SUMMARY:
NAME: AVEY MARK S
COURSE: CON 236 (DAU)
FY: 2001     SCHOOL: 771     PHASE:      CLS: 701
START: 30 Jul 2001     END: 03 Aug 2001
LOCATION: HUNTSVILLE, AL
DELIVERY METHOD: Local Students / Onsite
Since you are the student's supervisor of record, this email
is to notify you that the student has withdrawn their
application for this class.

Please do not use auto-reply addressing to this system-generated email
message.
```

SAMPLE SCREENS

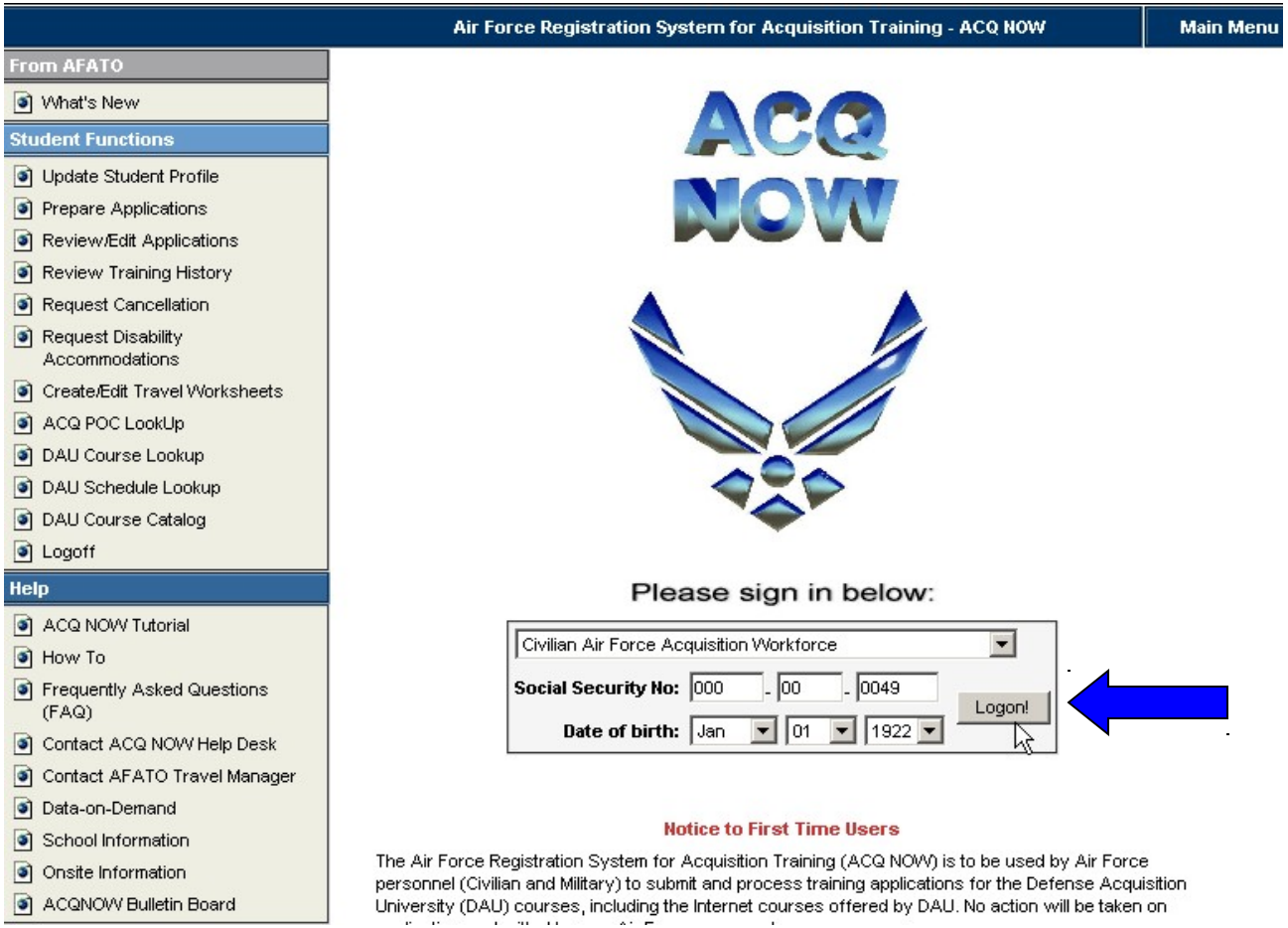
- ☑ How to Request Cancellation

☑ Student Functions - Cancellation



We will now go through the Request Cancellation process for the student.

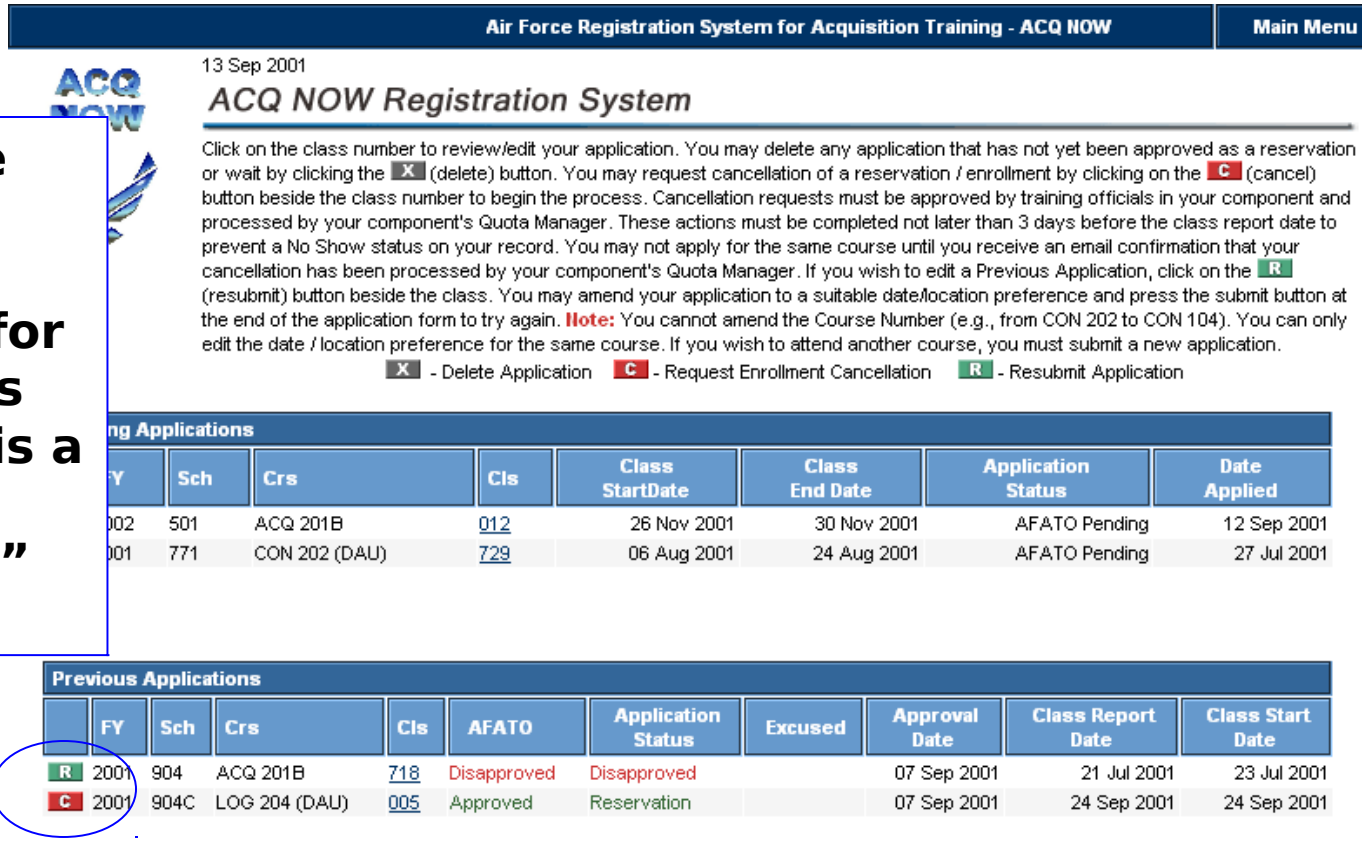
☑ Student Functions - Cancellation



Once you have selected your category, enter SSN and DOB, Press LOGON

☑ Student Functions - Cancellation

Note that the student may only request cancellation for a course/class where there is a "Wait" or "Reservation" status.



Air Force Registration System for Acquisition Training - ACQ NOW | Main Menu

13 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the X (delete) button. You may request cancellation of a reservation / enrollment by clicking on the C (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the R (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application C - Request Enrollment Cancellation R - Resubmit Application

ng Applications

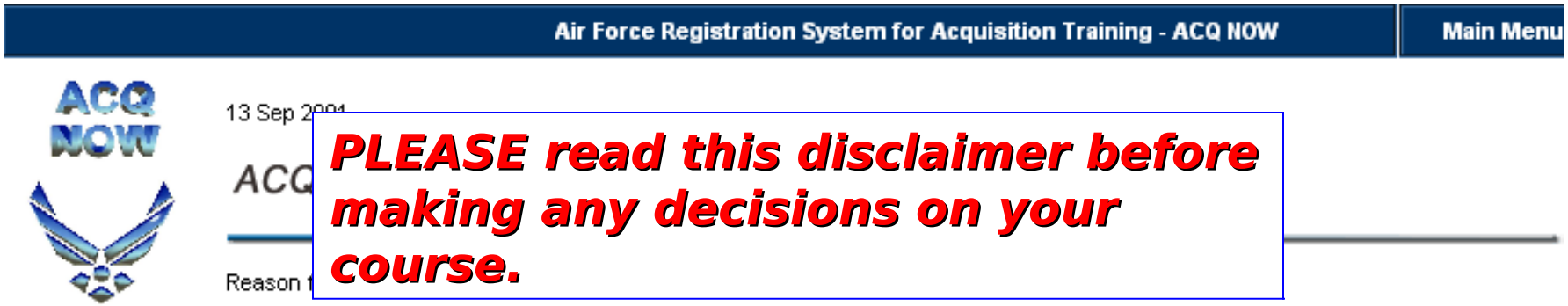
Y	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001

Previous Applications

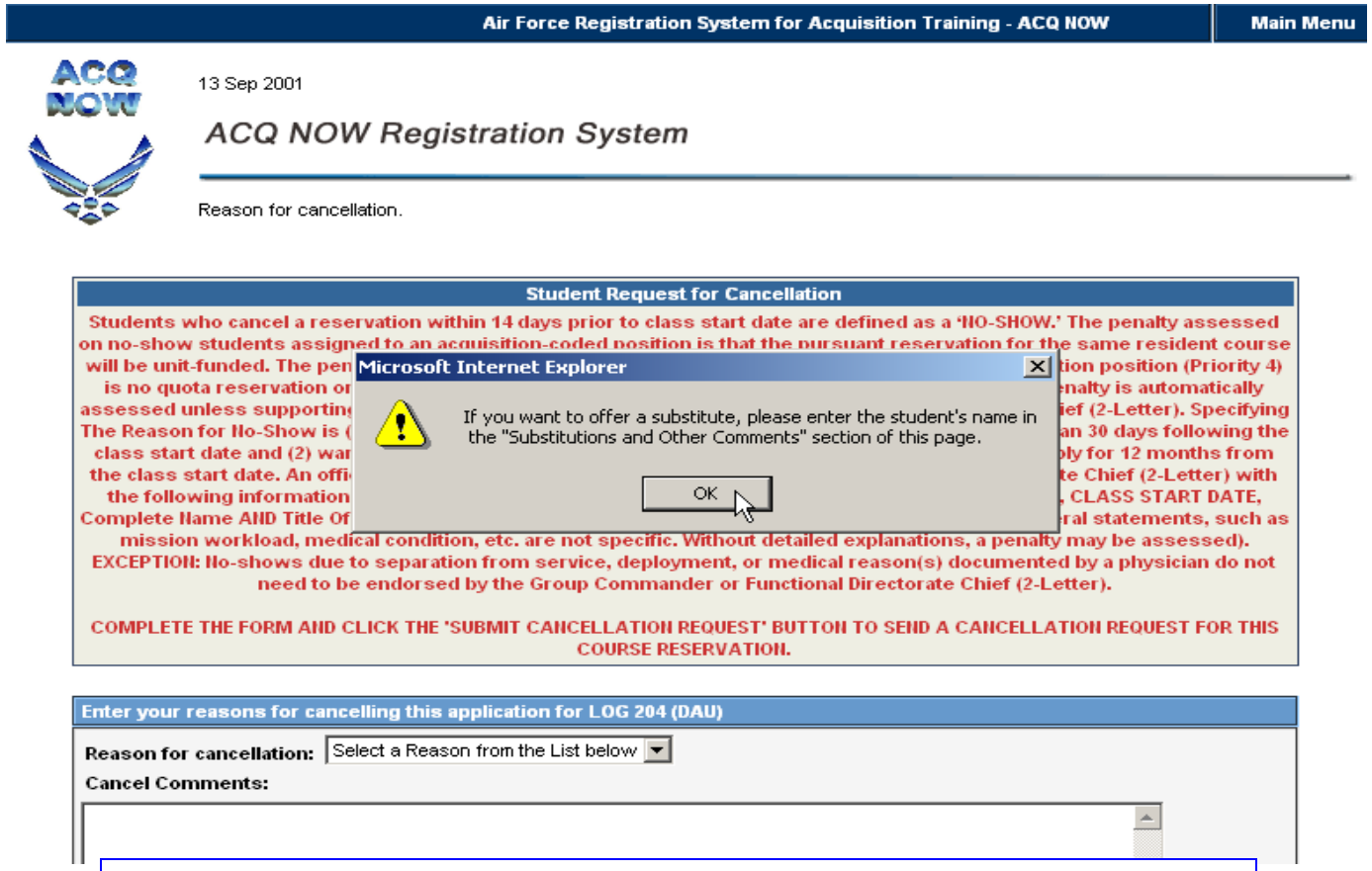
	FY	Sch	Crs	Cls	AFATO	Application Status	Excused	Approval Date	Class Report Date	Class Start Date
R	2001	904	ACQ 201B	718	Disapproved	Disapproved		07 Sep 2001	21 Jul 2001	23 Jul 2001
C	2001	904C	LOG 204 (DAU)	005	Approved	Reservation		07 Sep 2001	24 Sep 2001	24 Sep 2001

Clicking on the Red "C" opens up the the Cancellation Revi

☑ Student Functions - Cancellation



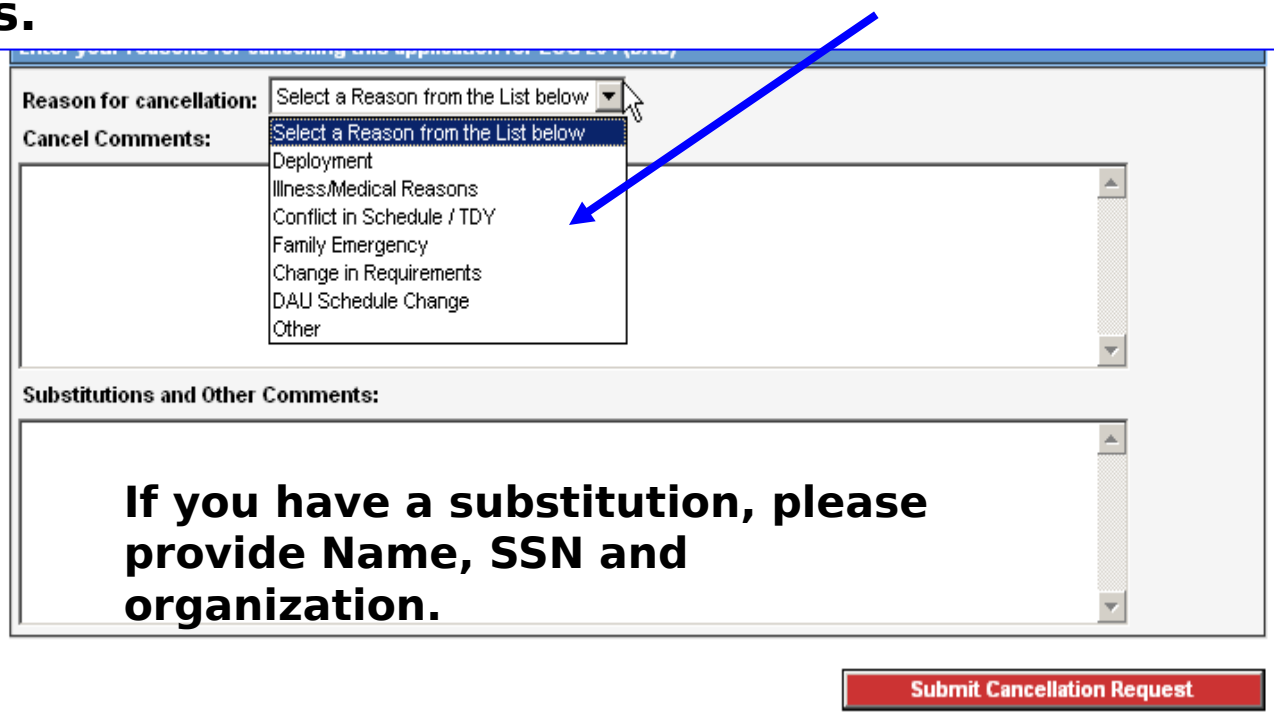
☑ Student Functions - Cancellation



The student is offered the opportunity to provide a substitution in lieu of their attendance.

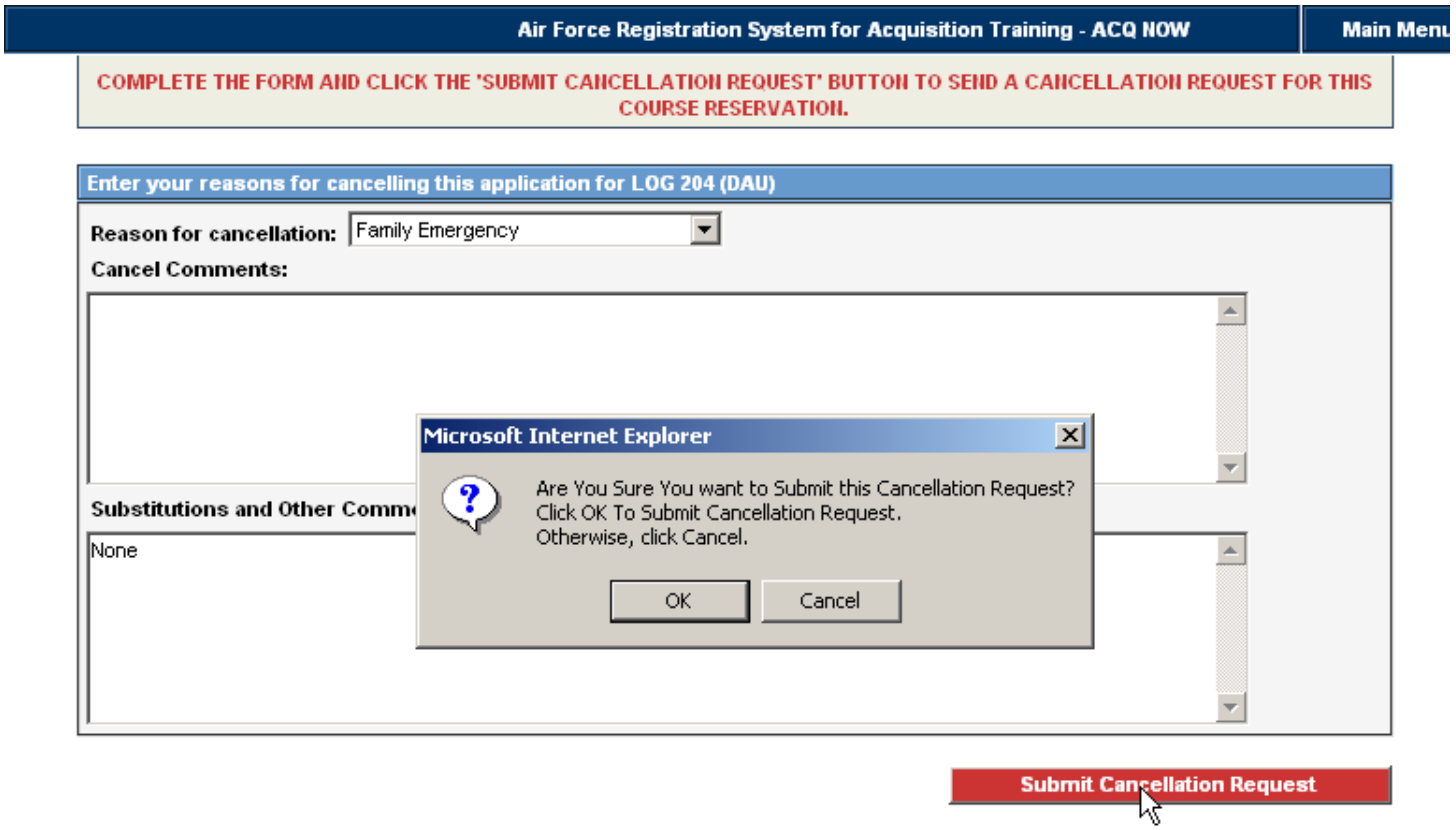
☑ Student Functions - Cancellation

Please select a reason for cancellation from the drop down menu. If you select "other", you must provide additional comments.



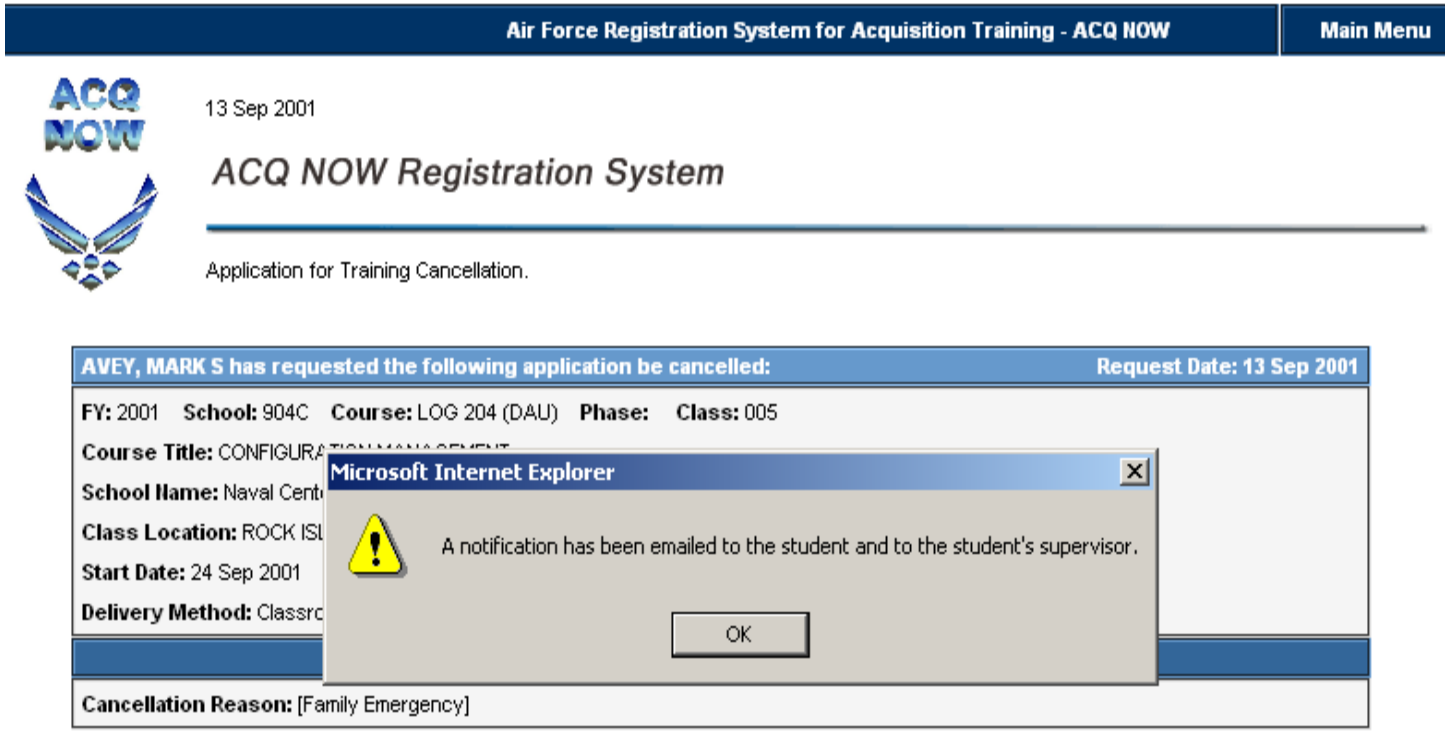
When you have finished, click on the "Submit Cancellation Request" button..

☑ Student Functions - Cancellation



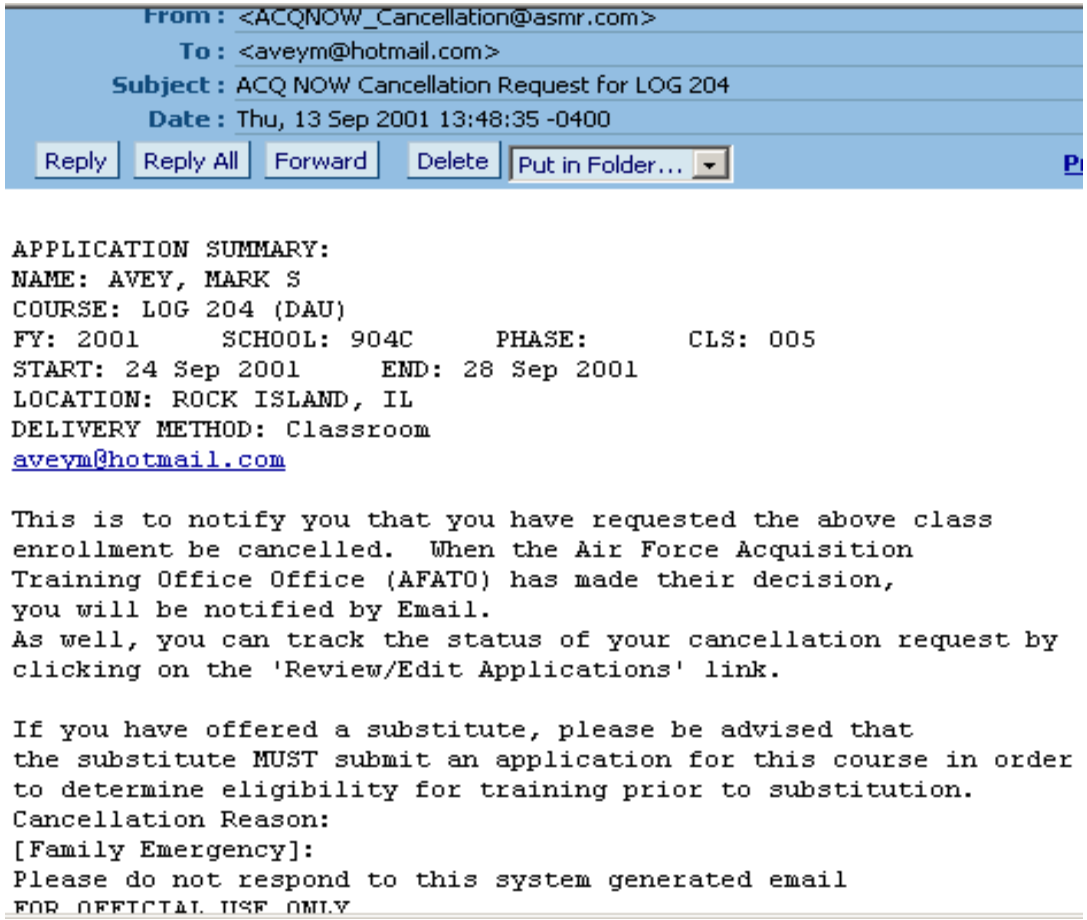
System will prompt you to be sure of your action. Press "OK" to continue, or "Cancel".

☑ Student Functions - Cancellation



System will provide the student and the supervisor an email regarding the cancellation request action.

☑ Student Functions - Cancellation



From : <ACQNOW_Cancellation@asmr.com>
To : <aveym@hotmail.com>
Subject : ACQ NOW Cancellation Request for LOG 204
Date : Thu, 13 Sep 2001 13:48:35 -0400
Reply | Reply All | Forward | Delete | Put in Folder...

APPLICATION SUMMARY:
NAME: AVEY, MARK S
COURSE: LOG 204 (DAU)
FY: 2001 SCHOOL: 904C PHASE: CLS: 005
START: 24 Sep 2001 END: 28 Sep 2001
LOCATION: ROCK ISLAND, IL
DELIVERY METHOD: Classroom
aveym@hotmail.com

This is to notify you that you have requested the above class enrollment be cancelled. When the Air Force Acquisition Training Office Office (AFATO) has made their decision, you will be notified by Email.
As well, you can track the status of your cancellation request by clicking on the 'Review/Edit Applications' link.

If you have offered a substitute, please be advised that the substitute MUST submit an application for this course in order to determine eligibility for training prior to substitution.
Cancellation Reason:
[Family Emergency]:
Please do not respond to this system generated email
FOR OFFICIAL USE ONLY

Student email regarding cancellation request.

☑ Student Functions - Cancellation

To: <maveyus@yahoo.com>
From: <ACQNOW_Cancellation@asmr.com> | Block Address | Add to Address Bc
Subject: ACQ NOW Cancellation Request for LOG 204
Date: Thu, 13 Sep 2001 13:48:35 -0400

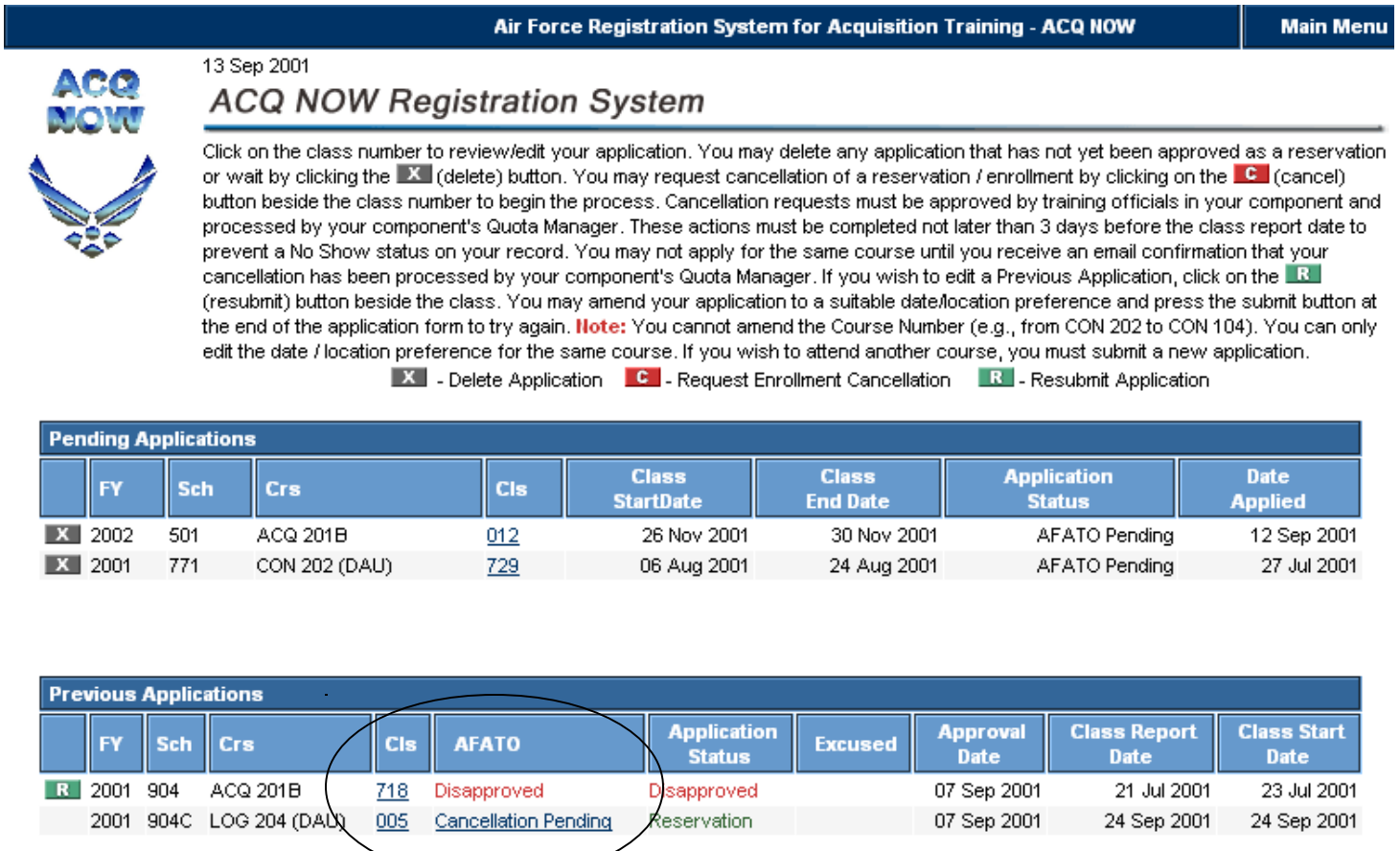
APPLICATION SUMMARY:
NAME: AVEY, MARK S
COURSE: LOG 204 (DAU)
FY: 2001 SCHOOL: 904C PHASE: CLS: 005
START: 24 Sep 2001 END: 28 Sep 2001
LOCATION: ROCK ISLAND, IL
DELIVERY METHOD: Classroom
aveym@hotmail.com

This is to advise you that the above employee has requested
the above class enrollment be cancelled.
Since you are the student's supervisor of record on ACQ NOW,
you have received this notification.
When the Air Force Acquisition Training Office Office (AFATO)
has made their decision, you will be notified by Email.

If the student has offered a substitute, please be advised that
the substitute MUST submit an application for this course in order
to determine eligibility for training prior to substitution.
Cancellation Reason:
[Family Emergency]
Please do not respond to this system generated email

Supervisor email regarding cancellation request.

☑ Student Functions - Cancellation



Air Force Registration System for Acquisition Training - ACQ NOW | Main Menu

13 Sep 2001

ACQ NOW Registration System

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X - Delete Application C - Request Enrollment Cancellation R - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
X	2001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001

Previous Applications

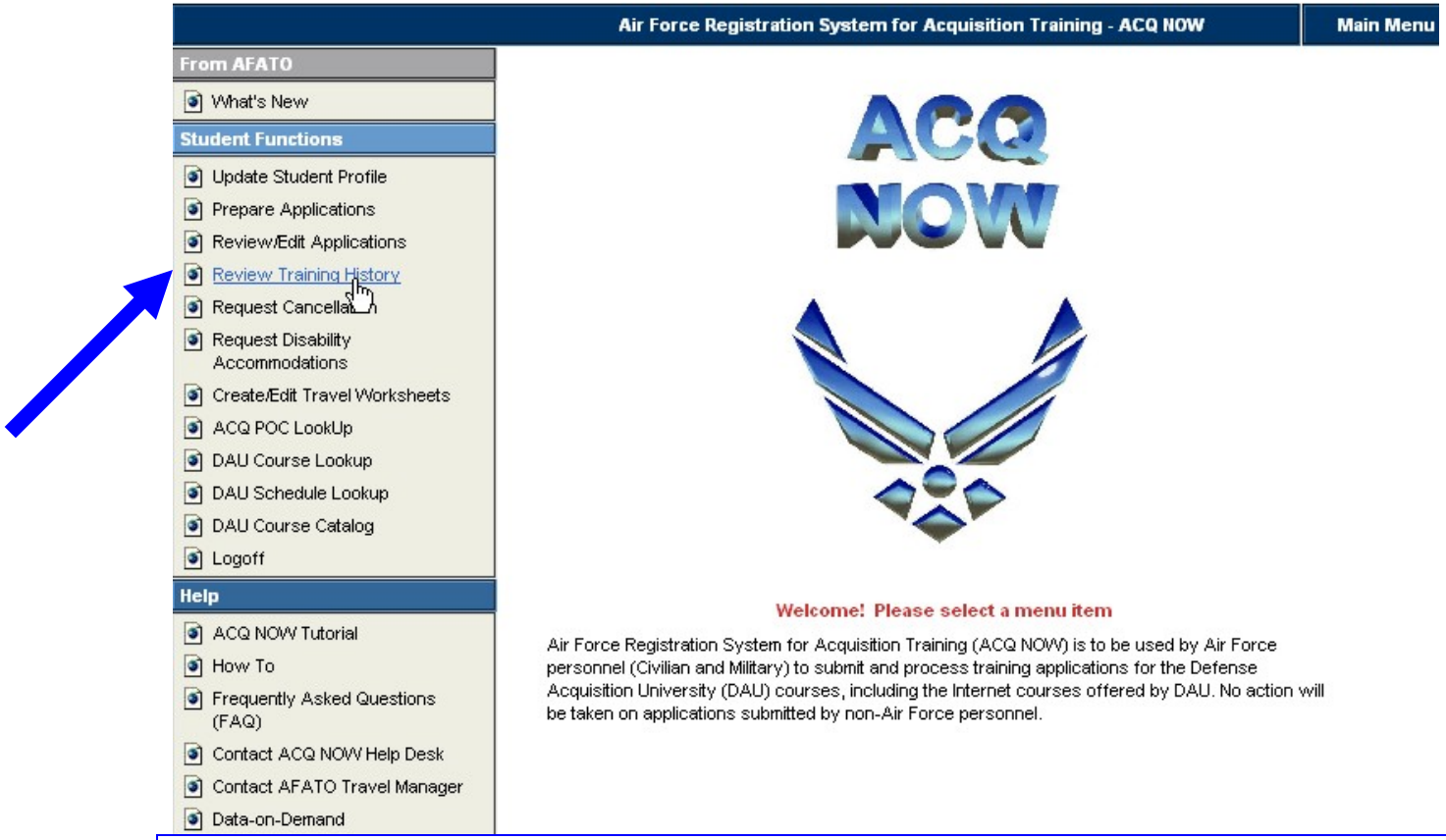
	FY	Sch	Crs	Cls	AFATO	Application Status	Excused	Approval Date	Class Report Date	Class Start Date
R	2001	904	ACQ 201B	718	Disapproved	Disapproved		07 Sep 2001	21 Jul 2001	23 Jul 2001
	2001	904C	LOG 204 (DAU)	005	Cancellation Pending	Reservation		07 Sep 2001	24 Sep 2001	24 Sep 2001

You can see now that the AFATO column shows that the course is “Cancellation Pending”.

SAMPLE SCREENS

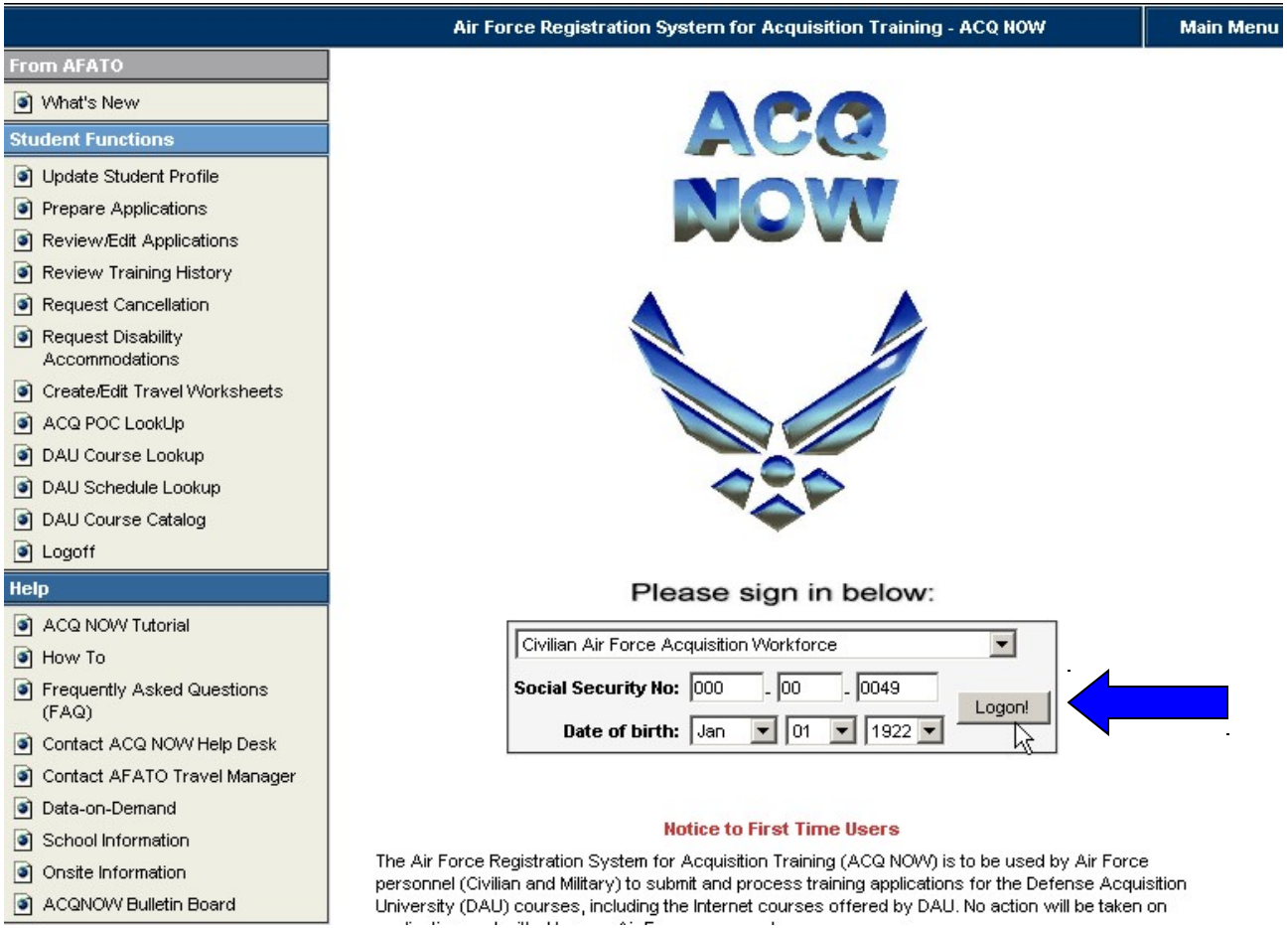
- ☑ How to Review Training History

☑ Student Functions – Review Training Hi



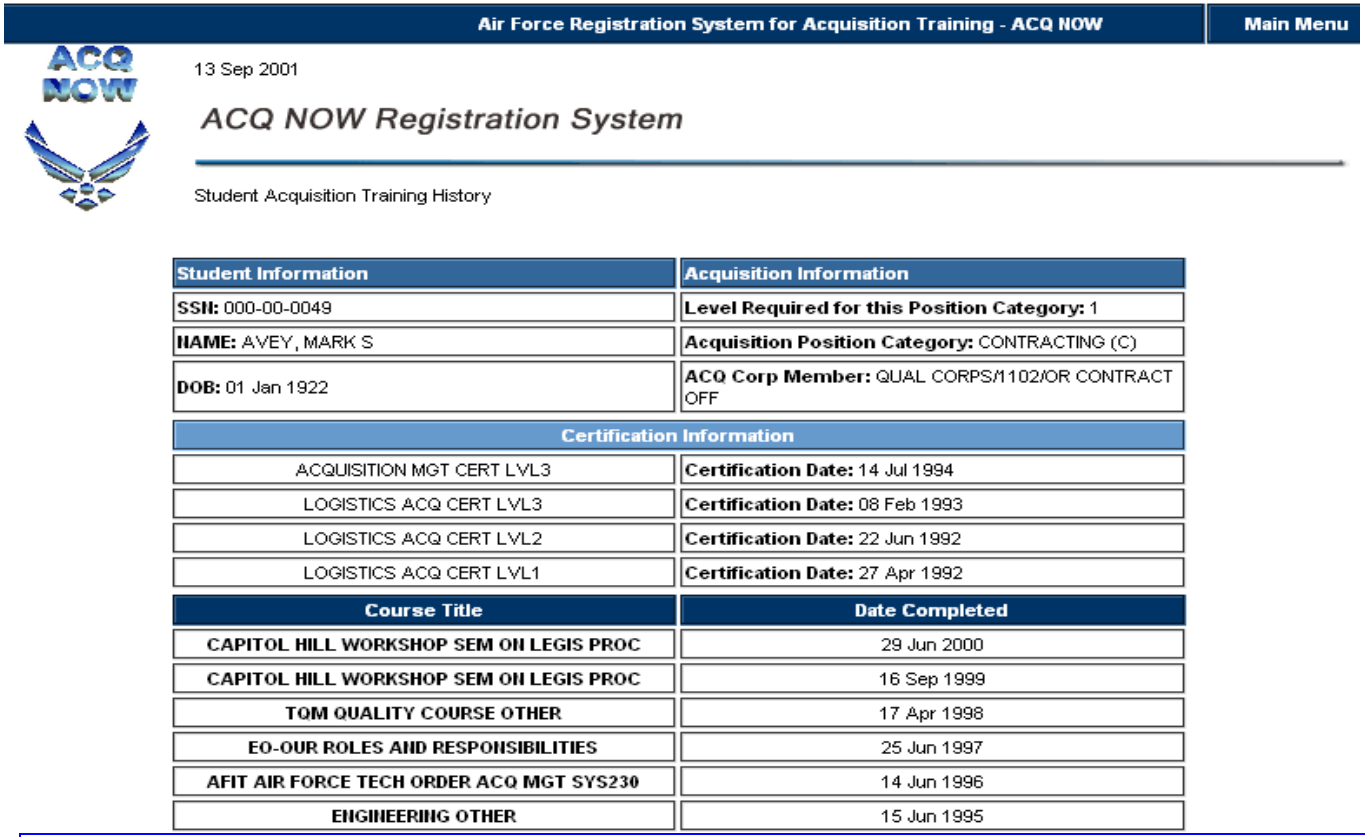
We will now go through the Review Training History link for the student.

☑ Student Functions – Review Training Hi



Once you have selected your category, enter SSN and DOB, Press LOGON

☑ Student Functions – Review Training Hi



Air Force Registration System for Acquisition Training - ACQ NOW | Main Menu

13 Sep 2001

ACQ NOW Registration System

Student Acquisition Training History

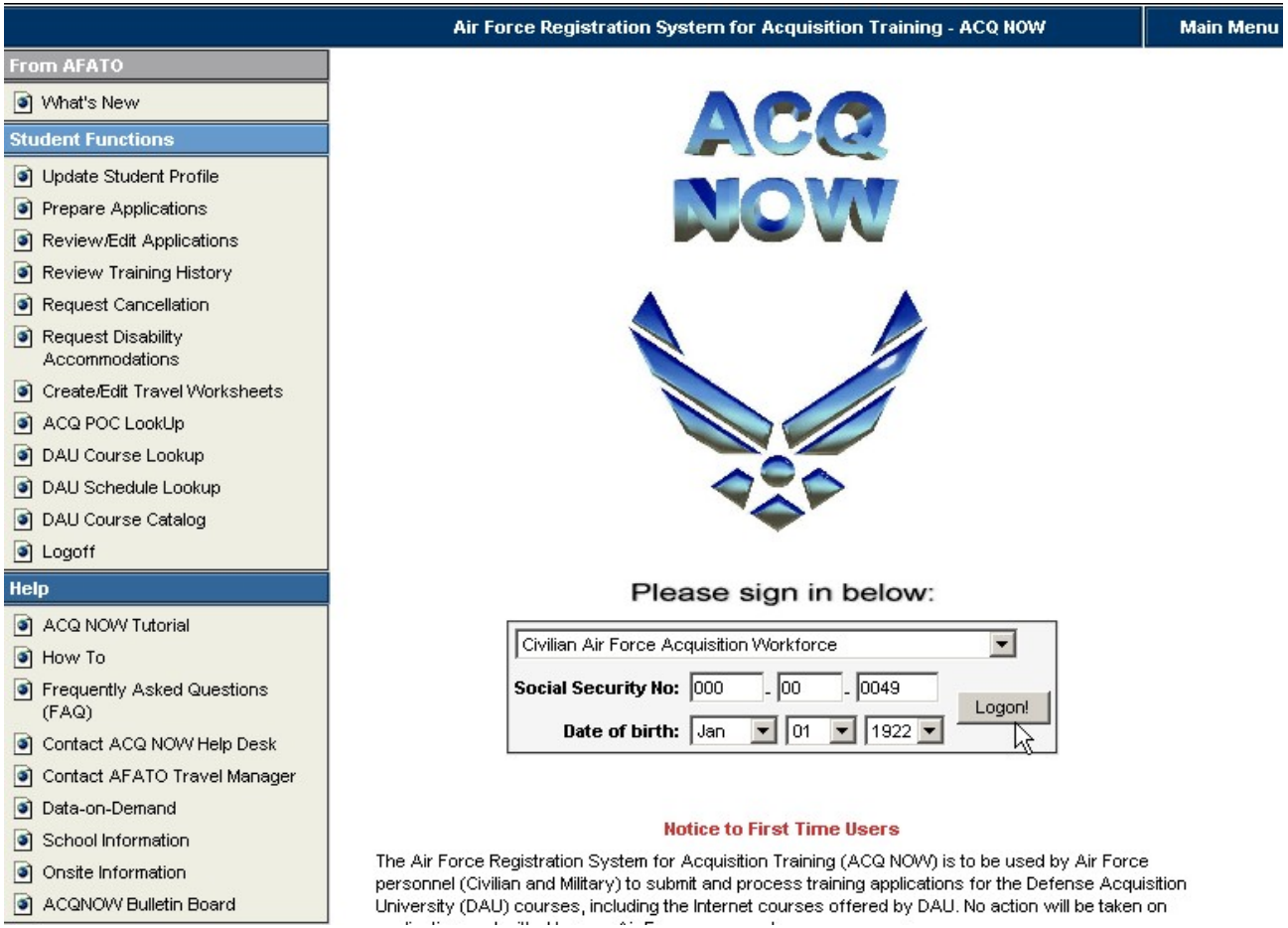
Student Information	Acquisition Information
SSN: 000-00-0049	**Level Required for this Position Category:** 1
NAME: AVEY, MARK S	**Acquisition Position Category:** CONTRACTING (C)
DOB: 01 Jan 1922	**ACQ Corp Member:** QUAL CORPS/1102/OR CONTRACT OFF

Certification Information	
ACQUISITION MGT CERT LVL3	**Certification Date:** 14 Jul 1994
LOGISTICS ACQ CERT LVL3	**Certification Date:** 08 Feb 1993
LOGISTICS ACQ CERT LVL2	**Certification Date:** 22 Jun 1992
LOGISTICS ACQ CERT LVL1	**Certification Date:** 27 Apr 1992

Course Title	Date Completed
CAPITOL HILL WORKSHOP SEM ON LEGIS PROC	29 Jun 2000
CAPITOL HILL WORKSHOP SEM ON LEGIS PROC	16 Sep 1999
TQM QUALITY COURSE OTHER	17 Apr 1998
EO-OUR ROLES AND RESPONSIBILITIES	25 Jun 1997
AFIT AIR FORCE TECH ORDER ACQ MGT SYS230	14 Jun 1996
ENGINEERING OTHER	15 Jun 1995

This information is taken directly from the CIVMOD and MILMOD data bases. If you find this information is incorrect, please contact your training representative.

☑ Student Functions – Travel



☑ Student Functions – Travel

This page is currently under development.

Thank you for your patience.

The travel function is currently being finalized and should be available very soon. The system will notify you via email when available. We will also provide you with a travel tutorial.

Tutorial

For now, this ends this portion of the tutorial.

Thank you for your participation.